

# Western Michigan University Bernhard Center Advisory Board

## CHARTER

### ARTICLE I: PURPOSE

The purpose of the Bernhard Center Advisory Board, hereinafter referred to as BCAB, is to assure that the Bernhard Center will achieve its mission and be a unifying force among students, faculty and staff for social, cultural, intellectual activities, and services and to provide opportunities to broaden interpersonal relationships and self-enhancement at Western Michigan University.

### ARTICLE II: DELEGATION OF AUTHORITY

- Section 1: The BCAB operates under this charter with the approval of the Vice President of Student Affairs, in consultation with the Western Student Association, and the Graduate Student Advisory Committee.
- Section 2: BCAB actions/advice during academic breaks, shall be made by the BCAB Chair after attempting to contact all voting Board members and confirmed by the Director, Bernhard Center. These actions will be reported to the BCAB by the Chair at the next regular BCAB meeting.
- Section 3: The Director shall have the responsibility for the day-to-day operations of the Bernhard Center, and shall act in accordance with this Charter, policies recommended by the BCAB and approved by the Vice President of Student Affairs, and WMU Policies and Procedures. The Director shall be responsible for all aspects of personnel administration of the staff, such as appointment and supervision, in accordance with WMU policies and procedures.
- Section 4: The BCAB shall participate in the annual evaluation of the performance of the Director and make recommendations to the Vice President of Student Affairs, or designee.
- Section 5: The Bernhard Center Director shall update the BCAB at each meeting and shall work closely with the BCAB Chair, Vice Chair, and BCAB. The Bernhard Center Director shall serve as chief staff advisor to the BCAB.

### ARTICLE III: MEMBERSHIP OF THE BERNHARD CENTER ADVISORY BOARD

- Section 1: The BCAB shall consist of the following members:
- Clause 1: Voting Members
- a. A Chair shall be elected by the membership of the Board at the end of the spring semester, or at such time that the position otherwise becomes available. The Chair shall be a registered undergraduate student or graduate student, and in good standing at the time of

his/her election with a minimum cumulative GPA of 2.5/3.0 undergraduate/graduate, and maintain this minimum GPA during the term of office. A registered student in good standing is defined by the Registrar Office guidelines. Once elected as Chair, the Board member shall no longer serve as the representative to their respective constituency, and said constituency will select a replacement. No Chair will be allowed to serve more than two (2) one (1) year terms. Chair votes only in case of a tie.

- b. A Vice Chair shall be elected by the membership of the Board before the end of the spring semester, or at such time that the position otherwise becomes vacant. The Vice Chair shall be a registered undergraduate student or graduate student in good standing at the time of his/her election with a minimum cumulative GPA of 2.5/3.0 undergraduate/graduate, and maintain this GPA during the term of office. A registered student in good standing is defined by the Registrar Office guidelines. Once elected as Vice Chair, the Board member shall no longer serve as the representative to their respective constituency, and said constituency will select a replacement. No Vice Chair will be allowed to serve more than two (2) one (1) year terms.
- c. One (1) representative selected/appointed by the Western Student Association (WSA).
- d. Two (2) representatives selected/appointed by the Graduate Student Advisory Council (GSAC).
- e. One (1) representative selected/appointed by Campus Activities Board (CAB).
- f. One (1) student representative selected from the Office of Diversity and Inclusion.
- g. Two (2) student members-at-large selected through a process developed and approved by the Board. This selection process shall take

place during spring semester and be conducted by an ad hoc appointments committee.

- h. A faculty member appointed by the WMU Faculty Senate.
- i. A staff member appointed by the Vice President of Student Affairs.
- j. An alumni member appointed by the WMU Alumni Association.

Clause 2: All positions shall have a term of one year, subject to review by the respective appointing body. In the event that a member resigns or is removed, a replacement selected/appointed by the appropriate appointing body shall fulfill the remainder of the term.

Clause 3: Representatives must be selected/appointed by mid spring semester. Terms begin on the date specified in the written notification by the constituency to the Chair of the Bernhard Center Advisory Board.

Clause 4: Non-voting ex-officio members:

- a. The Director of the Bernhard Center.
- b. Liaison member, Vice President Student Affairs, i.e., Associate Vice President Student Affairs.

Clause 5: The BCAB Chair and Vice Chair shall receive a stipend as recommended by the Board and approved by the Bernhard Center Director.

#### **ARTICLE IV: DUTIES AND RESPONSIBILITIES OF OFFICERS**

Section 1: The BCAB Chair shall be responsible for the following duties:

- a. Acts as a key student liaison between BCAB and the Bernhard Center regarding the services and operations of the Bernhard Center.
- b. Presides over all BCAB meetings.
- c. Communicates with the Director regarding all operations of the Bernhard Center.
- d. Works with the Director to prepare meeting agendas.
- e. Informs new members of the functions of the BCAB and their responsibilities as members.
- f. Ex-officio member on all BCAB subcommittees.

- g. Votes in case of a tie.
- h. Delegates Board-related duties.
- i. Informs BCAB members of their responsibilities.
- j. Notifies appointing body if member is negligent in performing his/her duties.
- k. Works closely with Vice Chair and Director to ensure BCAB functions effectively.

Section 2: The BCAB Vice Chair shall be responsible for the following duties:

- a. Presides over meetings in the absence of the Chair.
- b. Coordinates all ad-hoc committee meetings and designates meeting times.
- d. Becomes Chair in the event of permanent vacancy.

**ARTICLE V: DUTIES AND RESPONSIBILITIES OF THE BERNHARD CENTER ADVISORY BOARD**

Section 1: Bernhard Center Director

Clause 1: The BCAB shall participate in hiring the Director of the Bernhard Center by interviewing finalists for the position and making recommendations to the Vice President of Student Affairs.

Clause 2: The BCAB shall participate in the annual evaluation of the Director, the process for which shall be outlined by the Vice President of Student Affairs prior to each evaluation.

Section 2: Bernhard Center Budget

Clause 1: The BCAB shall advise the Director on the development of an annual budget for the Bernhard Center.

Clause 2: The Vice President of Student Affairs shall not implement the budget for the upcoming fiscal year without the opportunity for review of the proposed annual budget by the BCAB.

Clause 3: During the fiscal year, the BCAB shall review the budget of the Bernhard Center including the Bernhard Center Fee income, payments on bond if applicable, negotiation of financial terms and any revenues generated by the Bernhard Center.

Section 3: Facilities Supervision

Clause 1: The BCAB recommends and reviews for compliance with established policies in areas such as, but not limited to, the following:

- a. Custodial standards and building maintenance
- b. Building security and access
- c. Space utilization
- d. Energy management & sustainability
- e. Capital improvements
- f. Equipment purchases and maintenance
- g. Building hours and availability of services
- h. Student Information Services

Clause 2: The BCAB shall make recommendations for major capital improvements. A major capital improvement is a structural change to any facility that is estimated to exceed \$500,000 in cost.

Section 5: Other Services

Clause 1: The BCAB shall provide advice and make recommendations regarding the operation of such services as are deemed necessary to the student body, and which are consistent with the establishment of the Bernhard Center Fee. These services shall be subject to annual review by the BCAB. In addition, they shall be staffed primarily by students when feasible.

Section 6: Vendor Contract/Services

Clause 1: With regard to leases and vendor contracts pertaining to the occupancy of space, the Director shall seek and receive feedback from the BCAB regarding concepts, suitability, and viability in determining how vacancies are filled. Director shall also seek and receive feedback from the BCAB regarding current vendor quality, customer service, and general student satisfaction.

**ARTICLE VI: OPERATING PROCEDURES**

Section 1: Meetings

Clause 1: The Board shall meet regularly during the academic year. Meeting times shall be determined by majority vote of the Board.

Clause 2: An emergency meeting may be called by the Chair with reasonable notice to all Board members (at least forty-eight hours).

Clause 3: Meetings shall be open to all students except when the BCAB meets in Executive Session. Executive Session shall only be open to Board members and those persons not prohibited by WMU Policies and Procedures, and who are approved by majority vote of the Board.

Section 2: Quorum

Clause 1: No meeting shall be held without quorum.

Clause 2: Quorum shall consist of a simple majority of voting members, with at least half being student members. There must be at least four voting members present, two of which must be students, to continue to conduct business if a quorum is not maintained once the meeting has started.

Section 3: Agenda

Clause 1: The Agenda shall consist of:

- a. Call to Order
- b. Roll Call
- c. Approval of Minutes
- d. Public Input (20 minute maximum, five minutes per speaker. These time periods may be extended by majority vote of the Board).
- e. Announcements of Board members (5 minutes maximum per person; may be extended by majority vote of the Board)
- f. Staff Reports
- g. Items of Immediate Consideration
- h. Old Business
- i. New Business

- j. Open Floor
- k. Ending Roll Call
- l. Adjournment

Section 4: Parliamentary Authority

Clause 1: Robert's Rules of Order, Revised, will be the official authority on parliamentary procedure, subordinate to this Charter.

Section 5: Voting and Motions

Clause 1: Only members of the BCAB shall be allowed to make and second motions.

Section 6: Conflict of Interest

Clause 1: In the event that a member of the BCAB will directly benefit or personally gain from an action of the BCAB, that member must abstain from participating in any discussion or actions on the matter, including but not limited to, voting, due to his/her conflict of interest.

Clause 2: This section does not preclude a member's right to participate in debate on any issue in which there is no conflict of interest.

Section 7: Removal Procedures

Clause 1: The BCAB Chair shall notify the appointing body if a member has more than two unexcused absences in a row or three per semester or is negligent in performing his or her duties. A member may only be removed by his/her respective constituency.

Clause 2: If a BCAB member is removed or resigns it is the responsibility of the appropriate constituency to identify a replacement member within two weeks of vacancy.

Clause 3: The Chair may be removed, for cause, by a 3/4 vote of the BCAB.

Clause 4: The Vice Chair may be removed, for cause, by a 3/4 vote of the BCAB.

**ARTICLE VII: COMMITTEES OF THE BERNHARD CENTER BOARD**

Section 1: Ad-Hoc Committees may be established by the BCAB Chair at any time, with majority vote of the Board.

Section 2: Committees shall not conduct business on behalf of the Bernhard Center or the BCAB, rather they shall make recommendations to the BCAB.

### **ARTICLE VIII: AMENDMENTS TO THE CHARTER OF THE BERNHARD CENTER ADVISORY BOARD.**

Amendments to this charter must be accepted by two-thirds (2/3) vote at two consecutive meetings of the BCAB and submitted, for approval, to the Western Student Association, Graduate Student Advisory Committee, and the Vice President of Student Affairs.

### **ARTICLE IX: BYLAWS**

Section 1: Bylaws may be adopted by the BCAB to supplement this Charter.

Section 2: Bylaws to this Charter must be accepted by a two-thirds (2/3) vote of the BCAB.

Section 3: BCAB bylaws must comply with WMU Policies and Procedures and with the provisions of this Charter. This Charter takes precedence in case of a conflict between this Charter and the bylaws.

### **WMU EQUAL OPPORTUNITY STATEMENT**

Western Michigan University, an Equal Opportunity employer, complies with applicable Federal and state laws and University policies prohibiting discrimination and harassment.

Western Michigan University prohibits discrimination or harassment which violates the law or which constitutes inappropriate or unprofessional limitation of employment opportunity, University facility access, or participation in University activities, on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, protected disability, veteran status, height, weight, or marital status. *(Revised April, 06)*