

BYLAWS OF THE K-STATE UNION GOVERNING BOARD

ARTICLE I – UNION GOVERNING BOARD Section 1

There shall be formed a committee of the Union Board called the Union Governing Board (“UGB”). The purpose of the UGB is to cooperatively recommend or advise in the establishment of policy and procedure pertaining to the K-State Student Union, as further specified in the following paragraphs. The UGB shall have eighteen (18) voting members, as enumerated below. The UGB shall be advisory in nature and shall not exercise corporate authority or control and shall not have fiduciary responsibility for the operations of the Corporation. All actions of the UGB Committee are subject to and not binding on the Executive Director of the K-State Student Union, the Union Board, or the President. No member of the UGB shall have voting authority in the matters of the Corporation, unless such member is also a voting member of the Union Board. The Union Governing Board serves in an advisory capacity to the Executive Director of the K-State Student Union. It is expected that the Executive Director of the K-State Student Union will seek the UGB’s advice on all important matters concerning the Union.

Meetings of Union Governing Board shall occur on a regular basis and be called by notice to all members by the President of UGB. A quorum shall consist of a majority of all voting members of UGB. A voting member of UGB may designate another voting member as their proxy for one or more meetings of Union Governing Board. Decisions by the UGB to provide advice and recommendations shall be made by a simple majority vote of the members present at a meeting of the Committee. Such meetings ordinarily will involve personal attendance, however, the determination to provide advice and recommendations may also be reached through telephonic meetings of the members participating in such a meeting.

The UGB will generally review and advise in the following areas:

- 1) Formulation and review of general policy for the operation and use of the K-State Student Union space;
- 2) To study and make recommendations concerning Union maintenance, repair, and renovation;
- 3) Allocation of space within the K-State Student Union;
- 4) Administration and business functions of the K-State Student Union;
- 5) Discuss campus issues impacting the quality of campus life in regards to the K- State Student Union;
- 6) Periodically review the schedule of charges for services and facilities of the K- State Student Union;
- 7) Review the annual budget and regular operating statements;
- 8) Help develop and improve social, cultural, recreational, and educational events sponsored by the Union Program Council

The UGB will also be asked to consider such items as: review of policies, procedures and practices; requests for exceptions to guidelines/policies for space use in the Union; review of issues arising from the operations of the K-State Student Union, its programs and services; advising the Union staff on the most appropriate and desirable projects based on student interest and wishes; and providing input on determining priorities for upgrades to its facilities.

When so designated by the Union Corporation Board, UGB will have the authority to act as an appeal body.

- a) The eighteen (18) voting members of the UGB shall include the following:
 - i) Fourteen (14) students, selected as follows:
 - a. Position 1 shall be held by a student appointed by Student Senate from among its elected membership;
 - b. Position 2 shall be held by a student appointed by Union Program Council from its membership;
 - c. Position 3 shall be held by a student appointed by the KSU Alumni Association from the Student Alumni Board;
 - d. Position 4 shall be held by a graduate student appointed by the KSU Graduate Council;
 - e. Position 5 shall be held by a student appointed by the Student Body President from the membership of any organization categorized as Multicultural with the Office of Student Activities and Services;
 - f. Positions 6 through 13 shall be held by students elected from the student body during the KSU Student Governing Association General
 - g. Position 14 shall be held by a student appointed by the K-State Student Union Ambassadors from its membership.
 - ii) Three (3) faculty or administrators.
 - iii) The Executive Director of the Union.
- b) Non-voting members will include:
 - i) Two (2) Senior Team staff members, appointed by the Executive Director;
 - ii) The Executive Assistant to the Executive Director; and
 - iii) Such ex-officio members as may be appointed by the President of UGB.

UNION GOVERNING BOARD Section 2 - Student Members Eligibility

- a) UGB Student Members who are undergraduates must be enrolled in a minimum of six (6) semester hours. UGB Student Members who are graduate students must be enrolled in a minimum of six (6) hours.
- b) UGB Student Members must have a minimum ~~cumulative~~ GPA of 2.500 from the prior semester. Exclusion of first year students.
- c) By election or appointment to UGB, all UGB Student Members authorize agents of the University to verify registration and student records information at any time during their term of office.

UNION GOVERNING BOARD Section 3 - Term of Office

- a) The term of office for a UGB Student Member who is appointed shall be one year. Appointed UGB Student Members may be reappointed for no more than two successive terms. All such members shall be appointed to UGB no later than the last two scheduled UGB meeting of the Spring Semester. UGB Student Members who are appointed to fill a vacancy in an elected UGB Student Member position will serve until the term of office of that elected student member expires.
- b) The term of office for any voting faculty or administrator or staff members appointed to the UGB shall be two years. Voting faculty or administrator or staff members appointed to the UGB may renew their term one time for a maximum 4 years of service. One faculty member or administrator shall be appointed by the Vice President for Student Life. Two faculty members or administrators shall be appointed by Faculty Senate, so that the terms of office of one member expires in one year and the term of office of one member expires the next year. All such members shall be appointed to UGB no later than the last scheduled UGB meeting of the Spring Semester.
- c) The term of office for Positions 6 through 13 shall be one year. Each elected member will have the option to renew their term for 1 additional year following their elected term.
- d) The UGB year begins at the conclusion of the last meeting of the Spring Semester and extends until the conclusions of the last meeting of the next Spring Semester when the newly elected and appointed members are seated.

UNION GOVERNING BOARD Section 4 – Vacancies

- a) UGB members may vacate their seat prior to the expiration of their term of office through graduation, voluntary resignation, or removal. All vacancies shall be filled, as expeditiously as possible, in the following manner:
 - 1) If a vacancy shall occur during the year between annual SGA General Elections, the position shall be filled based on nomination from UGB Executive Board members. UGB shall approve new members selected by this process by a majority vote.
 - 2) If a vacancy shall occur among non-elected members, the appointing authority shall select a new member and inform the UGB President of the selection.

UNION GOVERNING BOARD Section 5 - Removal from Office

- a) For just cause, any member of UGB (except the Executive Director and persons appointed by the Executive Director) may be removed from office for the following:
 - 1) Failure by any UGB officer to fulfill the responsibilities of the position;
 - 2) Absence from three or more regularly scheduled UGB meetings during a semester;
 - 3) Deliberate violation or disregard of any UGB Policy or these bylaws;
 - 4) Malfeasance, misfeasance or nonfeasance; or
 - 5) Failure to maintain a standard of conduct fitting of a student leader, including, but not limited to, a violation of the Student Code of Conduct.

b) Removal from office shall be by the following procedure:

- 1) Any act or acts alleged to be constitute just cause for removal from office shall be submitted in writing to the Executive Director.
- 2) After review of the allegation, during which time both parties have been contacted, the allegation will be heard by UGB Executive Committee, with the President or the Executive Director presiding.
- 3) Each party will have the opportunity to present evidence and their arguments, with the party making the allegations going first.
- 4) After evidence and arguments have been received and reviewed, mitigating circumstances examined and time allowed for debate, UGB Executive Committee will vote on whether to remove the person from office.
- 5) If a vacancy shall occur during the year between annual SGA General Elections, the position shall be filled based on nomination from UGB Executive Board members. UGB shall approve new members selected by this process by a majority vote.
- 6) If a vacancy shall occur among non-elected members, the appointing authority shall select a new member and inform the UGB President of the selection.

UNION GOVERNING BOARD Section 6 - President

a) The President of UGB shall be elected by the voting members of UGB from among the voting student members named in this Article. At the end of the UGB year, nominations and voting for the following year's President shall take place. Once elected, the new President shall preside. In UGB board meetings, the President shall vote only in case of a tie.

b) The President shall have the following responsibilities:

- 1) Serve as chair for all regular meetings of UGB;
- 2) Be the official student representative to the University on behalf of the Union and UGB and shall actively promote the Union and UGB by serving as liaison to the University community;
- 3) Report to UGB on all information obtained and action taken while serving as President;
- 4) Serve as the chair of the Executive Committee as well as be responsible for the creation of the Executive Committee's agenda;
- 5) Be responsible for presenting a report of the Executive Committee's activities to UGB.
- 6) Design, coordinate and implement new member orientation and/ or membership retreats with the assistance of the Executive Committee.
- 7) Assist with appointing members to all standing and ad hoc committees;
- 8) Serve as a standing member of the Union Corporation Board.
- 9) Attend Union Program Council and Student Ambassadors meetings two times per semester.
- 10) Be responsible for coordinating transition period with incoming UGB President.

UNION GOVERNING BOARD Section 7 – Co-Vice Presidents

- a) The Co-Vice Presidents of UGB shall be elected by the voting members of UGB from among the voting student members named in this Article. There will be two (2) UGB members elected to fill the roles of Co-Vice Presidents. Nominations and voting for the Co-Vice Presidents shall occur at the first meeting of the newly seated UGB.
- b) The Co-Vice Presidents shall have the following responsibilities:
 - 1) Serve as Vice Chair of UGB. In the absence or inability of the President, the Vice Chair shall chair regularly scheduled UGB meetings;
 - 2) Serve on designated Union ad hoc committee;
 - 3) Serve as liaison to Union entities for the development of recognition or social programming (i.e. Union Celebration Program).
 - 4) Serve as liaison to other Union student organizations including Union Program Council and Student Union Ambassadors attending meeting two times per semester. One co-vice president will be assigned to Union Program Council and one assigned to Student Ambassadors.
 - 5) Serve as a standing member of the Union Corporation Board.
 - 6) Serve as a standing member of the UGB Executive Committee.

UNION GOVERNING BOARD Section 8 – Secretary

- a) The Secretary of UGB shall be the Executive Assistant to the Director who serves as a non-voting member of UGB.
- b) The Secretary shall have the following responsibilities:
 - 1) Be the recording secretary for the Executive Committee at all regular meetings;
 - 2) Be the recording secretary for UGB;
 - 3) Be responsible for the preparation of minutes for both the Executive Committee and UGB meetings for all members of UGB and all other persons who request a copy of them, in conjunction with the Executive Assistant to the Director.
 - 4) Maintain an attendance sheet for all UGB members.
 - 5) Ensure that all members of UGB are provided with an agenda of upcoming meetings and minutes for previous meetings in a timely fashion, so that all members can adequately review them;
 - 6) Serve as parliamentarian at UGB meetings;

UNION GOVERNING BOARD Section 9 - Committees

- a) The UGB may establish committees to assist with its functions. All UGB committees shall be either standing or ad hoc committees.
- b) Each committee shall have at least two UGB representatives assigned to each group. Each member will meet with committee chair to discuss responsibilities of committee members.
- c) Members will be asked to attend at least two meetings each semester. Lack of attendance to committee meeting will be counted as an absence from UGB for the semester.
- d) Members will be expected to provide a monthly committee report update during the regularly scheduled UGB meeting.

- e) The UGB members shall be engaged in one of four ~~seven~~ standing committees with membership and function as follows:
- 1) Assessment Committee will coordinate and facilitate assessment activities to enhance the Student Union experience.
 - 2) Building Policy Advisory Committee will recommend building occupant policies, updates and changes to the Union Governing Board. This committee will conduct systematic review of policy and rates throughout the academic year.
 - 3) Facility Operations and Safety Review Committee will evaluate facility operations, maintenance and safety via routine inspections and user feedback. This committee will facilitate sustainability initiatives, review emergency response manual, and conduct building inspections for cleanliness, needed repairs and safety concerns.
 - 4) Retail Services Advisory Committee will evaluate and ensure a high level of customer service satisfaction in Union retail units. This committee will facilitate retail services surveys, analyze service availability and hours and identify gaps in food service options.
 - 5) The UGB President may appoint Ad Hoc Committees at his or her discretion and shall have the power to appoint members to any Ad Hoc Committee.

UNION GOVERNING BOARD Section 10 – Campus Entertainment Fund

Use of Campus Entertainment Funds must be approved by two-thirds of the three standing officers of the Union Governing Board (president and two co-vice-president as defined by Article I, Section 10 of the UGB Constitution), and the Union executive director.

- a) A major event (MAJOR EVENT) shall be defined as an event with an artist performance fee greater than \$20,000.
- b) The Union Governing Board (UGB) and Union Program Council (UPC) shall consider the following when utilizing the Campus Entertainment Fund:
 - i) Provide MAJOR EVENT(S) to the K-State student body at least once during the academic year.
 - ii) MAJOR EVENT(S) should try to have approval three-to-four months in advance, when viable, to provide ample time for event promotion.
 - iii) MAJOR EVENT(S) shall have affordable ticket prices for K-State students. The use of funds to subsidize student ticket prices is permissible.
- c) The Campus Entertainment Fund shall only be used to fund MAJOR EVENTS programmed by the Union Program Council.

ARTICLE II – EFFECTIVE DATE

These Bylaws are hereby adopted by the Union Governing Board on April 28, 2023 and shall be and are fully effective as of that date but without any retroactive effect. All prior Bylaws of the Union Governing Board are hereby repealed and superseded in their entirety by these Bylaws.

ARTICLE III – AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the total number of voting members of UGB selected and qualified, but only after notice of the proposed change has been given to each UGB member in writing at least seven (7) days in advance of the meeting.

SGA Constitution:

202. Any member of the KSU SGA who has completed a minimum of twelve semester hours and is enrolled in a minimum of twelve semester hours with a minimum cumulative grade point average of 2.000 (or in the case of the Union Governing Board, 2.500) or who is a graduate student with a minimum cumulative grade point average of 3.000 is eligible to be a candidate for any office as described in the elections statutes. For the office of Student Senator, the member must also be enrolled in the college the member intends to represent. A student who will graduate during the spring, summer, or fall of their term in office and does not plan to enroll in graduate school at Kansas State University immediately thereafter is not eligible to be a candidate for any office above described.

508 Duties and Powers of Student Senate:

- A. Designate the time, place and manner of holding the election of Student Senators, the Student Body President and Vice President, Union Governing Board, and the Board of Student Publications. To provide for the transition from one election date to another, the next general election shall be held on the old date, and the terms of the officers elected may be shortened or lengthened to extend to the time designated for the first election under the new date. However, the term of the current Student Body President and those judicial boards appointed by the Student Body President may be extended to the time designated for the first election under the new date.

Chapter 42: Campus Entertainment Fund Student Services Agreement

This agreement, made this 29th day of March 2022 between the Kansas State University Student Governing Association (KSU SGA) and the K-State Student Union (DEPARTMENT), shall supersede any previous agreement made by KSU SGA with the DEPARTMENT regarding funding of budget and use of such funding.

1. The annual Campus Entertainment Fund student services fee budget (BUDGET) shall be funded at the following levels for the following fiscal years: \$123,675 for Fiscal Year 2023 (July 1, 2022, through June 30, 2023); \$123,675 for Fiscal Year 2024 (July 1, 2023, through June 30, 2024); \$123,675 for Fiscal Year 2025 (July 1, 2024, through June 30, 2025). All uses of DEPARTMENT Student Services Fees must be in compliance with Chapter 30 of the Kansas State University Student Governing Association Statutes. The BUDGET will be reviewed prior to academic year 2025-2026.

2. The funding of BUDGET is contingent upon sufficient collections of campus student services fees in the prior or current fiscal year and approval of the Kansas Board of Regents (KBOR). In the instance of insufficient collections or disapproval by KBOR, the Student Body President, Speaker of the Student Senate, and Student Services Fee Chair will jointly notify DEPARTMENT of overall budget shortfall. DEPARTMENT will have 10 business days to submit an impact statement describing the implications of one, three, and five percent decreases to BUDGET. KSU SGA reserves the right to request different percentage decreases to BUDGET. The impact statements shall be vetted by the Student Body President, Speaker of the Student Senate, and Student Services Fee Chair and sent to the Student Services Fee Committee for review. Adjustments to BUDGET will be presented in a bill to be voted upon by KSU SGA.

3. Any breach of this agreement by the DEPARTMENT will result in automatic review by KSU SGA and such review could result in decrease or termination of funding of the BUDGET. The failure of KSU SGA to exercise any of its rights in any instance shall not constitute a waiver of such rights in that instance or in any other instance.

4. Within 60 days after the end of each fiscal year, the Director of the DEPARTMENT shall submit a written summary of BUDGET expenditures and end-of-year account balances to the Student Services Fee Chair for review by KSU SGA.

5. A major event (MAJOR EVENT) shall be defined as an event with an artist performance fee greater than or equal to \$20,000.

6. The Union Governing Board and Union Program Council shall consider the following when utilizing the Campus Entertainment Fund: 1) Provide MAJOR EVENT(S) to the K-State student body at least once per academic year. 2) MAJOR EVENTS should try to have approval three-to-four months in advance, when viable, to provide ample time for event promotion. 3) MAJOR EVENTS shall have affordable ticket prices for K-State students. The use of funds to subsidize student ticket prices is permissible.

7. The Campus Entertainment Fund shall only be used to fund MAJOR EVENTS programmed by the Union Program Council.

8. Any funds not spent at the end of the fiscal year shall revert to the Campus Entertainment Fund Reserve. The Campus Entertainment Fund Reserve account shall not exceed an amount of \$200,000. Funds in excess of \$200,000 shall be moved into the Student Services Fee Debt Reduction and Emergency Allocation account at fiscal year-end.

9. Use of Campus Entertainment Funds or Reserve must be approved by two-thirds of the three standing officers of the Union Governing Board (president, vice-president, and secretary as defined by Article IV of the Union Governing Board Constitution), and the K-State Student Union Executive Director.

10. All profits generated by MAJOR EVENTS utilizing the Campus Entertainment Fund shall be directed into the Campus Entertainment Fund Student Services Fee Account. Profits are subject to section 7 above.

11. No construction or renovation of a building or facility at Kansas State University is permitted with privilege fees unless the fee was established by a binding referendum vote of the student body. (KSU SGA Constitution Article V, Section 508, Letter C and Article XI).

12. The agreement shall be governed by and subject to the laws of the State of Kansas.

13. By signing this agreement, the representatives of the respective parties hereby represent that each is duly authorized by his or her party to execute this document on behalf of such party and that the party agrees to be bound by the provisions of the agreement.

Bill 21/22/88 becomes effective upon execution of this agreement by the Student Services Fee Chair, the Speaker of the Student Senate, the Student Body President, the Union Program Council Director, the K-State Student Union Executive Director, the Vice President for Student Life, and the Chief Financial Officer.