

1980

## UA12/11/1 Constitution

WKU University Center Board

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# University Center Board Constitution

## Article 1. Statement of Purpose

The primary objective of the University Center Board is to provide co-curricular opportunities for interaction among students, faculty, staff and community that promote social, intellectual and emotional growth and development in accordance with the academic environment at Western Kentucky University

## Article II Executive Cabinet

### Section 1 Qualifications

- 1.1 There shall be an Executive Chair, Vice Chair, Treasurer, Public Relations Director, Secretary, and the chairs of the UCB committees.
- 1.2 To qualify for an executive office a person must meet the following requirements:
  - 1.2.1 Candidates for Executive Chair and Vice-Chair must have a cumulative grade point average of 2.5 or higher
  - 1.2.2 Candidates for all other UCB offices must have a cumulative grade point average of 2.25 or higher
  - 1.2.3 Must have accumulated 30 credit hours at Western Kentucky University and be a full time student at the time of selection
  - 1.2.4 Must be in good standing with the university
  - 1.2.5 Be enrolled as a full time student while in office and not be a member of faculty or staff
  - 1.2.6 The chair and the vice chair will have completed one year (2 academic semesters) as a member of UCB or an UCB committee
  - 1.2.7 The Treasurer, Public Relations Director, Secretary, and committee chairmen must have completed one semester as member of UCB or an UCB committee; or receive a waiver by a two-thirds vote of the UCB prior to the application process
  - 1.2.8 The Treasurer shall have completed 3 hours of accounting with a minimum grade of a "C" before taking office

### Section 2 Powers and duties of the executive officers:

- 2.1 Powers and duties of the Executive Chair
  - 2.1.1 To serve as chairman of UCB
  - 2.1.2 To report to the UCB at least twice monthly
  - 2.1.3 To fulfill the duties of any committee chair position that may become vacant until the position is filled by the Personnel Committee
  - 2.1.4 To post and maintain 6 office hours per week during regular business hours

- 2.1.5 To establish, in conjunction with the DUC day manager, the semester meeting schedule for the UCB
  - 2.1.6 To enforce the provisions of this constitution, the bylaws, and any enactment's of the UCB
  - 2.1.7 To serve as chair of Executive Action Committee
  - 2.1.8 To appoint a parliamentarian not on the UCB
  - 2.1.9 To serve as a liaison to Western Kentucky University's student body and to help determine their activity needs
  - 2.1.10 To provide weekly updates of UCB activities to the advisor
  - 2.1.11 To establish special committees within UCB, as needed, with the approval of a majority vote of UCB
  - 2.1.12 Should be a voting member of the UCB in the case of a tie
- 2.2 Powers and duties of the Executive Vice-chair
- 2.2.1 To maintain a monthly and semesterly calendar of UCB events
  - 2.2.2 To coordinate all UCB committee chairs to ensure a diverse schedule of activities
  - 2.2.3 To ensure each committee chair is following the established procedures
  - 2.2.4 To update and maintain the UCB procedure manual
  - 2.2.5 To chair the Personnel Committee
  - 2.2.6 To assume executive chair powers and duties in the event of absence
  - 2.2.7 To establish policies for committee member recruitment, placement and retention by communicating with committee chairs
  - 2.2.8 To assume the position of the Executive Chair in the event that the chair is unable to fulfil the office due to illness, withdrawal, or failure to maintain the requirements of the office
  - 2.2.9 To post and maintain 6 office hours per week during regular business hours
  - 2.2.10 To establish special committees within UCB, as needed, with the approval of a majority vote of UCB
  - 2.2.11 To be a voting member of the UCB
  - 2.2.12 To serve as a voting member of the Executive Action Committee
- 2.3 Powers and duties of the Treasurer
- 2.3.1 To supervise and be responsible for the financial matters of the UCB
  - 2.3.2 Make complete and detailed financial reports to UCB at the beginning and end of each semester, as well as bi-weekly reports of the financial status of the UCB
  - 2.3.3 Expend funds as authorized by the UCB
  - 2.3.4 Keep a complete record of all financial transactions
  - 2.3.5 Work with the chair and vice chair in establishing and presenting a full detailed budget to the UCB by the first meeting of the academic year. The budget should be in the hands of the UCB at least 7 before it is voted upon.
  - 2.3.6 Submit financial records for an official audit
  - 2.3.7 Establish and post 4 office hours during business hours
  - 2.3.8 Be a voting member of the UCB

## 2.4 Powers and Duties of the Public relations director

- 2.4.1 Provide publicity for all UCB meetings, activities and programs
- 2.4.2 Maintains open communication channels with the media
- 2.4.3 To assist all committees of the UCB in matters of public relations
- 2.4.4 To post and establish 4 office hours per week
- 2.4.5 To be a voting member of UCB

## 2.5 Powers and Duties of the Secretary

- 2.5.1 Record minutes and take roll at UCB and committee head meetings
- 2.5.2 To establish and maintain a current UCB membership roster
- 2.5.3 Keep an accurate record of all UCB members qualifications
- 2.5.4 distribute the constitution and bylaws at the first meeting of UCB
- 2.5.5 Maintain appropriate files of all UCB business. Maintain records of all past and current UCB proposals, recording passage or failure, and make such business available to university archives
- 2.5.6 Establish and post 4 office hours during business hours
- 2.5.7 To be a voting member of UCB

## 2.6 Powers and Duties of Committee Chairmen

- 2.6.1 Schedule regular weekly committee meeting
- 2.6.2 Make proposals for events after consultation with the members of the committee
- 2.6.3 Obtain the approval of the UCB before finalizing events plans
- 2.6.4 Attend all UCB and UCB Executive Board meetings
- 2.6.5 Encourage members of their committee to be involved in all UCB events
- 2.6.6 Develop relationships with other university groups, community organizations and businesses in trying to establish co-sponsorship opportunities
- 2.6.7 Establish and post 4 office hours during regular business hours
- 2.6.8 To be a voting member of UCB

## Section 3 Selection of Chair and Vice Chair

- 3.1 Election of the Executive Chair and Vice Chair of UCB shall occur no later than one month prior to the end of the fall semester
- 3.2 The Executive Chair and Vice Chair shall be determined by a simple majority of the votes cast by the UCB
- 3.3 Nominations for the Executive Chair and the Vice Chair shall be made one regular meeting prior to the election date. Nominations will also be taken from the floor the day of election.

## Section 4 Impeachment

- 4.1 Any executive officer may be removed from office for failure to uphold any provisions of this constitution or any just cause.
- 4.2 Will require 2/3 affirmative vote of the full membership of the UCB at two consecutive meetings.

## Article III University Center Board

### Section 1 The Board shall be composed of the following:

- 1.1 The members of the UCB Executive Board
- 1.2 Representative from the following organizations:
  - 1.2.1 Student Government Association appointed Representative (3)
  - 1.2.2 Interfraternity Council appointed Representative
  - 1.2.3 PanHellenic Council appointed Representative
  - 1.2.4 Residence Hall Association appointed Representative
  - 1.2.5 NAACP appointed Representative
  - 1.2.6 ISO appointed Representative
  - 1.2.7 Campus Ministries appointed Representative
- 1.3 The following representatives for the Faculty and Staff
  - 1.3.1 Dean of Students
  - 1.3.2 Director of Student Activities
  - 1.3.3 Two faculty representatives appointed by the Vice President of Student Affairs
- 1.4 Non-voting members
  - 1.4.1 Advisor to University Center Board
  - 1.4.2 Downing University Center Day Manager
  - 1.4.3 Downing University Center Night Manager

### Section 2 The UCB shall

- 2.1 Represent the interest of the university community in the planning, promotion and presentation of UCB programming
- 2.2 Approve the budget with recommendation for final approval by the University Administration
- 2.3 Establish special committees within the Board as need determines with approval of a majority vote
- 2.4 Have the authority to establish Bylaws and policy and procedure rules
- 2.5 To aid in the facilitation of UCB activities
- 2.6 Approve all programs before event plans are finalized

### Section 3 Executive Action

- 3.1 The separate act of executive action is to be instituted only in cases of extreme necessity and is to be initiated only by the Executive Chair or the Dean of Student Life or his designee
- 3.2 If executive action is used the Executive Chair, Vice Chair, the chair of the committee for which the action is called, the Director of Student Activities and the Dean of Student Life will approve or disapprove the said proposal. The Advisor to UCB shall serve as a non-voting member

## Article IV Constitutional Committees

### Section 1 The Personnel Committee

#### 1.1 Composition

- 1.1.1 The Executive and Vice Chairs of UCB
- 1.1.2 The Director of Student Activities
- 1.1.3 An appointed faculty from the UCB
- 1.1.4 An appointed student representative from the UCB
- 1.1.5 The Advisor to University Center Board (non voting)

#### 1.2 The Personnel Committee shall:

- 1.2.1 Interview all applicants for committee chair and executive officer positions excluding the Executive Chair and Vice Chair
- 1.2.2 Make a recommendation to the Board with final approval belonging to the Board

### Section 2 The standing committees and their respective duties

- 2.1 Concert Committee- Plan and promote a diversified program of concerts and music related programs
- 2.2 Lecture Committee- Plan and promote a diversified and timely series of lecture presentations
- 2.3 Special Events- Plan and promote a mix of both traditional and contemporary activities
- 2.4 Niteclass- Plan and promote on a regular basis a diverse program of activities within the confines of Niteclass
- 2.5 Recreation Floor Committee- Plan and promote on a regular basis a diverse program of activities within the confines of the 4th floor of DUC
- 2.6 Minority Student Committee- plan and promote a diversified program targeted specifically at WKU's minority population

## Article V Amendments

### Section 1

This constitution may be amended by a two-thirds (2/3) vote of the full membership of the UCB

### Section 2

All changes in the constitution are subject to approval by the administration of the University