



IDAHO STUDENT UNION  
BUILDING BOARD  
CONSTITUTION AND BYLAWS



## **Constitution**

### **Article I—Name**

The Idaho Student Union Building (ISUB) Board shall be the official name used for reference, print, digital, or any other intent or purpose.

### **Article II—Authority and Oversight**

#### Section A

The ISUB Board shall have recommending oversight of the space allocation, utilization, and operations of the ISUB. The board is empowered to review ISUB tenants, space utilization, space requests, and make decisions regarding space within the ISUB. The ISUB Board is not empowered to oversee the Teaching and Learning Center (TLC) or classrooms within. However, because of the integrated nature of the ISUB and the TLC, the Board may review space assignments in the contiguous north-south corridors of the TLC.

#### Section B

The ISUB Board may submit space recommendations to the Division of Finance and Administration. The Board may submit recommendations regardless of the availability of space on campus. Space recommendations cannot be approved until the Board has proposed new locations for any displaced offices. New locations must include suitable space and not impose an unreasonable cost or transition burden on any displaced offices. If the Board submits complete and viable recommendations, approval will not be unreasonably withheld by the Vice President of Finance and Administration. Approved recommendations will be implemented within one (1) year.

#### Section B

The ISUB Board may create a master plan for the use and expansion of the ISUB. This master plan will be incorporated into the overall campus master plan. To facilitate the development of these plans, the Board Chair (Constitution Article III, Section B) will be a voting member of the Campus Planning and Advisory Committee.

#### Section C

The ISUB Board may provide recommendations on renovations and additions to the ISUB. The Executive Director of Administrative Operations will consider these recommendations in the development of annual facility maintenance and management plans and budgets. Proposed plans and budgets will be presented to the Board, and then submitted to the Vice President of Finance and Administration for final approval. ISUB operations and resources will be managed within the overall portfolio of facilities assigned to Administrative Operations.

#### Section D

The ISUB Board may request updates and information pertinent to the function and oversight of the ISUB Board from ISUB tenants. The ISUB Board will determine a reasonable timeline for information and updates to be provided.

### **Article III—Membership and Selection**

#### Section A

The ISUB Board shall consist of the following voting members: ASUI President or designee, ASUI Director of Student Spaces, two (2) ASUI Senators, one (1) representative from the Student Bar Association, **one (1) representative from the Residence Hall Association**, one (1) representative from the Graduate Student Program, and the Vice-Provost for Student Affairs or designee. The board shall also maintain one (1) non-voting Staff member from the Department of Student Affairs, one (1) non-voting staff member from Administrative Operations, and one (1) non-voting staff member from Facilities Services.

#### Section B

The ISUB Board Chair shall normally be the ASUI Director of Student Spaces or ASUI President designee for student spaces. The ISUB Board Vice-Chair shall be elected from the membership at the first meeting of every academic year. Should the chair be unable to attend, the vice-chair shall act as chair. Should both the chair and the vice-chair be unable to attend, the chair shall appoint a member in advance to act as chair for the duration of the designated meeting.

#### Section C

The ISUB Board Chair shall review all applications received for open board positions relevant to their constituency groups, conduct interview sessions with applicants and forward no more than three applicants to the ASUI president, specifying a preferred candidate, for consideration. All open Board positions must be advertised for a minimum of one full week prior to closing the application pool for consideration. The Board shall create an application in advance.

#### Section D

ISUB Board Membership shall be responsible to the ISUB Board Chair and other active members. The board shall be advised by the Vice President of Finance and Administration. Additional advisors may be selected upon request of the ISUB Board.

Board duties shall include:

- Fulfilling all of the duties ascribed to their department in the ISUB Board Constitution and Bylaws
- Training of Board/Committee members
- Developing and maintaining a budget as necessary
- Attending Board meetings as scheduled
- Identifying and recruiting potential new Board members should vacancies arise
- Complete Annual tenant reviews
- Review ISUB space assignments and submit recommendations to the Division of Finance and Administration
- Review ISUB renovations and additions, and submit recommendations to the Division of Finance and Administration

### **Article IV—Budget and Spending**

#### Section A

All budgetary spending must be approved by a two-thirds (2/3) majority vote of the full ISUB Board.

#### Section B

All budgetary proposals submitted to ASUI by the ISUB Board Chair, and must be approved by a two-thirds (2/3) vote of the full ISUB Board.

### **Article V—Voting**

#### Section A

All valid voting must be conducted at quorum. Quorum will be defined as half (1/2) the ISUB Board membership plus one (1).

#### Section B

All major decisions regarding the use of budget money, facilities, or that is done under the Boards name, must be approved a two-thirds (2/3) vote of the full ISUB Board. All other votes may be conducted by simple majority.

#### Section C

Voting methodology may include hand vote, roll vote, or secret ballot. The default voting procedure will be a roll call vote. Amendments may be conducted by a default hand vote. A secret ballot may be requested and approved by a simple majority vote.

#### Section D

In the event of a tie the ISUB Board Chair shall make the deciding vote.

### **Article VI—Amendments**

This constitution may be amended by a two-thirds (2/3) vote of the current voting membership of the Board at quorum at any of the regular scheduled meetings provided the proposed amendment has been presented to the Board in writing two weeks in advance. Constitution change(s) must be approved by the ASUI Senate and ASUI President.

#### **Amendment 1**

Dissolution of this board shall only occur by a unanimous vote of the board.



## **Bylaws**

### **Article I—Board Structure**

The Idaho Student Union Building (ISUB) Board shall work as a group to work toward specified goals created by the Board under the mission statement and values each semester. New committees may be formed in order to divide the work load as needed. Committees may be composed of members outside the ISUB Board with approval of the majority at quorum.

### **Article II—Mission**

#### **MISSION STATEMENT**

The mission of the Idaho Student Union Building Board is to govern and advise on matters of facility and operations of the Idaho Student Union Building. The board shall seek to provide input and feedback on existing programs within the facility, while cultivating and implementing ideas for enhanced, or new, student life initiatives within the Idaho Student Union Building.

### **Article III—Values**

#### **VALUES**

**Engagement:** The ISUB Board strives to create an environment that engages all students through programs, events, and recreational activities.

**Growth:** The ISUB Board strives to stimulate student growth by fostering an environment that allows student to reach their academic and social potential.

Support: The ISUB Board strives to create an environment that supports all students through collaboration with campus services, organizations, and groups dedicated to promoting student success and well-being.

Belonging: The ISUB Board strives to create an environment of belonging among all students regardless of race, color, creed, ethnicity, gender identity, sex, sexual orientation, socioeconomic status, religion, disability, or nationality.

## **Article IV—Board Leadership**

### Section A

#### **ISUB Board Chair – ASUI Director of Student Spaces or Interim Designee**

Responsible to: ASUI President, ASUI Chief of Staff

Advised by: Director of Student Involvement

Responsible for:

- Guiding the Board towards fulfillment of the mission statement
- Scheduling and running ISUB Board meetings
- Holding regular posted hours in the ASUI Office
- Coordinating Committees of the ISUB Board
- Monitoring the overall budget expenditures in relevant budgets
- Ensuring that Board Members are fulfilling their duties
- Reporting to the ASUI Chief of Staff and ASUI President on a regular basis
- Reporting to the ASUI Senate on a monthly basis
- Assisting with the training of ISUB Board members

#### **ISUB Board Vice Chair**

Responsible to: ISUB Board Chair

Advised by: Director of Student Involvement

Responsible for:

- Assuming the roles of ISUB Board Chair in their absence.
- Assisting the ISUB Board Chair in duties and activities as needed.

## **Article V—Meetings**

### Section A

The regular time and place of ISUB Board meetings shall be established at the first meeting of each semester by the ISUB Chair in consultation with other members of the Board and the Board Advisor(s). The meeting time is subject to change by a majority vote of the ISUB Board.

## Section B

The ISUB Board shall meet at least one time per month during the regular academic year when classes are in session.

## Section C

Two absences from meetings, unexcused by the Board Chair, shall be grounds for requesting a resignation from any member of the Board.

## Section E

If a Board member in current good standing wishes to remain a Board member upon completion of their initial term of service, this can be done at the discretion of the ISUB Board Chair and the ASUI President.

## Section F

ASUI Senators appointed to the Board shall follow attendance requirements set forth in the ISUB Board bylaws (Article III, Section C). The ASUI Vice President shall be provided documented notification of each unexcused absence of the assigned senators.

## Section G

Meetings of the Board shall be open to the student body, public and the press unless the Board by a two-thirds (2/3) vote moves into Executive Session. All official actions of the Board must be taken while in open session.

## Section H

All decisions of the Board are subject to review and approval by the ASUI Senate and ASUI President.

## Section I

Utilization and finance review of the ISUB shall be conducted at the beginning of each academic semester.

## **Article VI—Agenda**

### Section A

Agenda items of the ISUB Board must:



- Not be limited to the needs any specific living group (Greek organization, Residence Hall, etc.)
- Assist in providing unity among University of Idaho students
- Enhance the overall atmosphere of student life
- Aim to provide a positive environment for diversity and cultural understanding
- Stimulate school spirit and pride through appreciation of student life initiatives

## Section B

Selected Agenda items must fulfill the following before they make take effect:

- Be approved by a simple majority vote of the ISUB Board
- Be advertised to the Public at least one week in advance in order to allow for students to voice their concerns

## **Article VII—Amendments**

These bylaws may be amended by a simple majority vote of the current voting membership of the Board at quorum at any of the regular scheduled meetings provided the proposed amendment has been presented to the Board in writing one week in advance. Bylaw change(s) must be approved by the ASUI Senate and ASUI President.