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STUDENT ACTIVITIES CENTER BOARD OF GOVERNORS  
OPERATING CHARTER

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**ARTICLE I: Objectives & Duties**

***Preface***

During spring 1999 a referendum titled the Student Programs, Activities, and Resource Complex (SPARC) Referendum was submitted by the Office of the Vice Chancellor of Student Affairs and was placed on both the undergraduate and graduate student ballots. The SPARC Referendum called for an increase of \$18 per quarter or \$54 per year beginning with the 2002-2003 Academic Year to be used “solely for the remodeling and creation of space to house student services and programs in the Men’s Gymnasium and the Wooden Center North Expansion.”<sup>1</sup> The SPARC referendum failed to receive the support of students. The Graduate Student Association (GSA) ballot produced a 39.5% “YES” vote and a 60.5% “NO” vote.<sup>2</sup> The Undergraduate Student Association (USA) ballot produced similar results with 46.17% voting “YES” and 53.83% voting “NO.”<sup>3</sup>

During summer 1999, the Vice Chancellor of Student Affairs reconvened a SPARC advisory Committee, which would seek to find a better alternative to the failed SPARC 1999 effort and to include significant student participation. Students from the Student Fee Advisory Committee (SFAC), the GSA and USAC were included on this advisory committee. Throughout the summer and through the 1999-2000 academic year, the Committee gathered input from the various departments that would be affected by the SPARC 2000 referendum. After input was gathered and pricing was secured, the SPARC Advisory Committee forwarded its recommendations for approval and ballot placement by GSA and USAC. The SPARC 2000 Referendum sought to:

- (a) provide space for many of the student programs approved in the 1999 student “CARE” referendum in the building currently known as the Men’s Gymnasium;<sup>4</sup> (b) provide additional indoor recreational facilities in a westward expansion (towards Drake Stadium) of the John Wooden Recreation Center, which has not been expanded since it was opened in 1983; and (c) allow for certain student service units such as the Student Psychological Services to be located in the Westwood Plaza area close to the Arthur Ashe Student Health and Wellness Center.<sup>5</sup>

The student fee connected to the referendum was specifically designated for costs related to construction and long-term maintenance of the proposed non-seismic renovations in the Men’s Gym and the proposed expansion of the Wooden Center. A small portion of the costs would be paid for by University (non-student) funds. Seismic renovations to the Men’s Gym are FEMA funded.<sup>6</sup> The supplemental ballot language connected to the referendum indicated that a “separate student-majority board would be appointed to advise the Vice Chancellor-Student Affairs on the operating policies of the Student Activities Center (Men’s Gymnasium) building.”<sup>7</sup>

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<sup>1</sup> USAC Election Ballot, May 5-6, 1999.

<sup>2</sup> Ibid.

<sup>3</sup> Ibid.

<sup>4</sup> The 1999 Community and Retention Empowerment (CARE) Referendum passed by 83% of the undergraduate vote. That referendum increased funding to the Campus Retention Committee, Community Activities Committee, and the USAC Community Service Mini-Fund. It also provided base funding to the Student Initiated Outreach Committee.

<sup>5</sup> SPARC 2000 Referendum ballot language. <http://www.sparc.ucla.edu/ballot.htm>

<sup>6</sup> Ibid.

<sup>7</sup> Ibid.

When USAC was presented with the ballot language, it expressed deep reservations about the price of the referendum and its effect on the student tenants of the Men's Gym. USAC instructed the USAC President to meet with the Vice Chancellor of Student Affairs to draft a set of conditions which would:

- a.) Satisfactorily accommodate student leadership in the management of the Student Activities Center
- b.) Ensure that the needs of the Community Programs Office (CPO) projects, the Student Initiated Outreach Committee (SIOC) and the Campus Retention Committee (CRC) would be accommodated in staging, space needs and building management; and
- c.) Ensure that costs overruns do not disproportionately affect students.

The Vice Chancellor of Student Affairs agreed to the conditions set by USAC and signed the agreement, which the GSA President agreed to support.<sup>8</sup> As a result of the agreement, USAC placed the SPARC 2000 referendum on the spring 2000 USAC ballot.

The GSA placed the SPARC 2000 referendum on its spring 2000 ballot after a campaign led by the GSA President and GSA Vice President-Internal gathered the necessary signatures to place it on the ballot without formal GSA endorsement. After a successful campaign led by students involved with the Student Retention Center, Community Programs Office, Student Initiated Outreach Committee, Wooden Center Board of Governors, and the GSA Cabinet, graduate students approved the SPARC 2000 referendum with 74.5% voting "YES" and 25.5% voting "NO," making SPARC 2000 the first referendum since 1982 approved by graduate students. Undergraduate students overwhelmingly approved the referendum with 77.27% voting "YES" and 22.73% voting "NO".<sup>9</sup> The total vote which led to the passage of the referendum was 76.9% "YES" and 23.1% "NO".<sup>10</sup>

After the referendum was approved, per the agreement with the Vice Chancellor, the USAC President appointed four representatives to the Student Activities Center Board of Governors. And the GSA President later made appointments to the committee. During the 2000-2001 academic year, the Vice Chancellor of Student Affairs did not establish a board of governors, but instead convened an administratively run SPARC advisory committee with GSA and USAC representatives. The committee was chaired by the Assistant Vice Chancellor of Student & Campus Life. During that year, the committee worked on detailed space proposals developed by the individual tenants of the future Student Activities Center (SAC). Furthermore, the committee worked with architects on the initial layout of the SAC and in receiving updates on the Wooden North project. The advisory committee was also briefed on staging efforts for the Men's Gym and the bidding process.

During the 2001-2002 academic year, the SPARC advisory committee remained an administratively run unit, with student majority representation, chaired by the Assistant Vice Chancellor of Student Affairs Administration. During that year, the committee received updates on the project and it also formed a subcommittee on operations, which was led by the Director of Cultural and Recreational Affairs. That committee worked on building management issues. The subcommittee submitted a report to the SPARC Advisory Committee during spring 2002.

During the 2002-2003 academic year, the SPARC Advisory Committee met to set the parameters behind a transition to the Student Activities Center Board of Governors. The first official meeting of the SAC Board of Governors was held during spring quarter 2003.

## ***ARTICLE I: Roles & Responsibilities***

### **I. Review, recommendation and oversight of all budgetary operations of the Student Activities Center**

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<sup>8</sup> Letter to Vice Chancellor Winston Doby from USAC President Mike de la Rocha and agreed to by Doby dated 5/3/00.

<sup>9</sup> "Referenda pass, presidential runoff needed." *Daily Bruin*. May 12, 2000 and "Graduate students elect Griffin, Curl, Kim." *Daily Bruin*. May 12, 2000

<sup>10</sup> UCLA SPARC Initiative—FAQ. 25 July 2000. <<http://www.sparc.ucla.edu/faq.htm#9>>

## A. Budget Procedures

1. Although the role of the SAC is advisory to the Vice Chancellor of Student Affairs, the SAC Board expects the expenditures of SAC funds will be authorized only after review and majority recommendation by the SAC Board.
2. The SAC Facilities Manager and the CRA Director shall provide the Board with budget requests for the next fiscal year no later than April 15 of each academic year.
3. The Board will review budget requests for the next fiscal year and make recommendations no later than June 1 of each academic year.
4. In the event that, SAC-specific budget requests, contingency requests room rental fund requests, or other expenditures can not be approved because of lack of quorum, the director of CRA shall use the following process for approving expenditures:
  - (Step 1) Write a letter to the Graduate Students Association and the Undergraduate Student Association Council Presidents informing them of the situation and to ask them to make appointments or fill newly created vacancies. Two weeks must pass before moving forward to the next step.
  - (Step 2) Survey each of the following units on their opinion
    - i. Bruin Corps/EAOP
    - ii. Campus Retention Committee
    - iii. Bruin Resource Center, prev. known as Center for Women and Men
    - iv. Community Programs Office
    - v. Graduate Students Association
    - vi. LGBT Resource Center
    - vii. ROTC
    - viii. Scholarship Resource Center
    - ix. Student Initiated Outreach Committee
  - (Step 3) Take an informal vote of the membership of the Board.
  - (Step 4) Send the survey results and the informal vote in a letter to the Vice Chancellor of Student Affairs for official approval.
5. The Director of Cultural and Recreational Affairs shall give bi-quarterly budget updates to the Board.
6. The Board Chairperson and Vice Chairperson must be consulted regularly on budget matters.
7. The fee revenue shall be used only for the following specific purposes: construction of non-seismic renovations in the Men's Gymnasium building...and building maintenance, utilities costs, and future repair and improvement needs of [the Student Activities Center]; and similar needs of other student-fee supported activity and recreational facilities on the Los Angeles campus.<sup>11</sup>
8. Until determined otherwise by the SAC Board, all funds made available for use each year shall go into one of the following reserve accounts:
  - a. Building Maintenance, Operations, and Equipment Reserve (BMOER)
  - b. Enhanced Maintenance Reserve (EMR)
  - c. Standard Maintenance Reserve (SMR)
  - d. Purchased Utilities Reserve (UMR)
9. All funds appropriated each year that are not spent by June 30 of the following year shall be returned to their respective reserve account and may only be used upon review and recommendation by majority vote of the Board.

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<sup>11</sup> Item quotes the *Student-Sponsored Student Programs, Activities and Resource Complex Fee, Los Angeles Campus* item as approved by the UC Regents at the November 2000 meeting.

10. Modifications to the reserve fund structure can be made at any time with review and recommendation by majority vote of the Board.
11. Any changes in the approved budget must be brought to Board for review.
12. All budget requests should include the appropriate contingency for unforeseen expenditures.
13. Referendum funds may only be used to support the SAC building related needs. Funding for other similar projects or student-fee supported activities shall be approved only by a two thirds majority of the Board of Governors.
14. If no quorum can be reached for approval of expenditures related to *other* similar projects or student-fee supported activities [not related directly to the SAC], those expenditures shall not move forward.
15. In emergency situations that threaten the life or safety of individuals using the Student Activities Center, the SAC Facilities Manager and/or the CRA Director may request emergency expenditures. The CRA Director shall be responsible for immediately reporting these expenditures to the SAC Board membership.

### **B. Sac Room Rental Funds**

1. Meeting Room/Gymnasium rental fee charged to non-tenants and off-campus users will be used to fund the SAC Room Rental Fund.
2. Revenues generated from the SAC Room Rental Fund shall *not* be governed by the UC Regent approved SPARC fee.<sup>12</sup>
3. The SAC Room Rental Fund will support officially recognized student group and tenant-related activities that take place in the SAC.
4. Funding criteria and procedures shall be designed by the Board and may be changed as needed.
5. The Board shall create annual funding priorities by October 30 of each year.
6. Maximum allocations from this fund will be set by October 30 of each year.
7. The Board Vice Chairperson will serve as the Chairperson of the SAC Room Rental Fund.
8. Room Rental funding requests will be funded on a quarterly basis.

### **C. SAC Contingency Funds**

1. The Board shall designate funding to create a SAC Contingency Fund.
2. Contingency requests will be considered by the Board for only tenants of the SAC.
3. Contingency requests may be made through a petition process implemented by the SAC Facilities Manager and approved by the Board.
4. Contingency request must be considered by the board within two (2) weeks of receiving the petition.
5. Funding criteria for the Contingency Fund will be designed and changed if needed by the Board.
6. Petitions should be addressed to the Board Chairperson.

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<sup>12</sup> Since the Room Rental fee is not "fee revenue" as stipulated in the recommendation approved by the UC Board of Regents at the November 2000 meeting, on the SPARC referendum, these fees should be governed by a policy created and specifically by the SAC Board of Governors. Please refer to "Approval of Student-Sponsored Student Programs, Activities and Resource Complex Fee, Los Angeles Campus," UC Board of Regents Minutes, November 2000.

## ARTICLE II: Oversight of Facility Operations

### A. SAC Facility Management

1. The Student Activities Center Board of Governors delegates responsibility for facility management to the Department of Cultural and Recreational Affairs.
2. A Memorandum of Understanding (MOU) between the Department of Cultural and Recreational Affairs and the Student Activities Center Board of Governors shall define the different roles and obligations in the operations and staffing of the building.
3. The SAC Board of Governors will be involved in the selection process for professional staff.
4. The SAC Board of Governors will be involved in staff and operational reviews.
5. The CRA Department and the SAC Management Coordinator will be responsible for implementing the policies and guidelines created by the Board.

### B. Meeting Room and Gymnasium Space Reservation Policy

#### 1. Space Available

The following common areas are available for reservation by this application:

- 1) SAC Meeting Room 1
- 2) SAC Meeting Room 2
- 3) SAC Meeting Room 3
- 4) SAC Meeting Rooms 1+2, 2+3, or 1+2+3
- 5) SAC Meeting Room 4
- 6) SAC Gymnasium

#### 2. Priority of Applications

The SAC Board of Governors Charter states that the following prioritization system shall be used for scheduling space in the SAC:

Meeting room and gymnasium space will be allocated based on the following priority list.

Priority I	Student Initiated/Run Tenants <sup>13</sup>
Priority II	Other Tenants
Priority III	Registered UCLA Student Organizations <sup>14</sup>
Priority IV	Student Fee Funded Units
Priority V	Other Campus Units
Priority VI	Off Campus Units (Non-Profit) <sup>15</sup>
Priority VII	Off Campus Units (All Others)

<sup>13</sup> Student Initiated/Student Run Tenants are those units which derive their funding via student passed referenda and/or student-funded funding committees.

<sup>14</sup> UCLA Student Organizations must have registration through the Center for Student Programming.

<sup>15</sup> Off Campus Non-Profits may rent out space in the Student Activities Center. Organizations considered non-profit must be recognized as a tax-exempt non-profit under the Internal Revenue Code category 501C (3) or otherwise may gain sponsorship through the UCLA Community Programs Office.

- a. Student initiated and run units that are tenants of the building include:
  - Student Retention Center (SRC)
  - Community Programs Office (CPO)
  - Bruin Corps
  - Graduate Student Resource Center (GSRC)
  - Graduate Writing Center (GWC)
  - Early Academic Outreach Programs (EAOP)
  - Student Initiated Outreach Committee (SIOC)
- b. Other tenants include:
  - Bruin Resource Center, prev. known as Center for Men and Women
  - Lesbian Gay Bisexual Transgender Campus Resource Center (LGBT Center)
  - Student Affairs Information Research Office (SAIRO)
  - Army, Air Force, and Naval ROTC
  - UCLA Recreation
- c. Registered UCLA Student Organizations must be currently registered with the Center for Student Programming (CSP)
- d. Student Fee Funded Units include units of the campus funded by the Registration Fee or by any mandatory fee that was approved by a vote of undergraduate and/or graduate students.
- e. Other Campus Units include all academic and administrative units of UCLA not listed above
- f. Non-profit organizations must be recognized as a tax-exempt non-profit under the Internal Revenue Code category 501C (3)

### 3. Deadlines for Applications

- a. Annual applications for block space reservations (i.e. the same space at the same time for multiple weeks) will be accepted through August 1 for the upcoming academic year. Annual block reservations shall only apply to recurrent dates during the academic quarters of the year. Applicants will be notified by the SAC Facilities Manager regarding their space allocation by August 15. Only building tenants shall be able to apply for annual block space reservations.
- b. The SAC Facilities Manager shall give notice to each tenant of the SAC by the following dates to notify them that meeting room and gymnasium space is available for the specified term:

August 15	Fall
November 1	Winter
February 1	Spring
May 1	Summer

- c. The deadline for tenants to request meeting room and gymnasium space for a specified term will be by 5:00 pm on the following dates:

September 1	Fall
November 15	Winter
February 15	Spring
May 15	Summer

- d. The SAC Facilities Manager shall allocate meeting room and gymnasium space according to the published distribution methodology approved by the board. All

applicants will be notified of their space allocation for a specified term by 5:00pm on the following dates:

September 15	Fall
December 1	Winter
March 1	Spring
June 1	Summer

**4. Space Distribution Methodology**

- a. The SAC Facilities Manager will adhere to the priority system in section II above.
- b. Entities will be allowed to request block times (i.e., the same space at the same time for multiple weeks) on a quarterly basis as well as an annual basis, but individual special events will be given priority. Special events sponsored by Priority II tenants may be given priority over block requests from Priority I tenants, but not more than once per quarter per Priority I tenant, and alternate space arrangements shall be made for the displaced tenant by the SAC Facilities Manager if space is available.
- c. The SAC Facilities Manager will prioritize access to the facilities for as many requesting entities at a particular priority tier as possible. If two entities of equal priority request a space at the same time, the entity with fewer hours requested will be given additional consideration. If an event can be accommodated in another space in the SAC, the SAC Facilities Manager may allocate that space instead of the space requested.
- d. Co-programmed events that are constrained by the schedules of other individuals or entities will be given additional consideration.
- e. The SAC Facilities Manager will work with building tenants to accommodate space requests to a reasonable degree, but disputes will be brought to the SAC Board of Governors, which will have final authority and responsibility for space reservations.
- f. For entities requesting space for large scale events, the Facility Manager can allocate space for these requests by 5:00pm on the following dates:

July 15	Fall
October 1	Winter
January 3	Spring
April 1	Summer

### **C. Meeting Room Use Policy**

1. The SAC Facilities Manager shall present and review the meeting room allocations with the Board.
2. Disputes concerning meeting rooms/gymnasium space will be brought to the SAC Board for review.
3. After reservations are reviewed by the Board, the SAC Facility Manager shall allocate meeting room/gymnasium space to the units using the prioritization process and approved methodology.
4. In the event of an unexpected need, meeting room/gymnasium space requests must be made at least three (3) days in advance to the SAC Facilities Manager.
5. Last minute meeting room/gymnasium space requests may be made to the SAC Facilities Desk and space will be allocated based on availability. Each tenant will only be considered for emergency space at the discretion of the SAC Facilities Manager.
6. The SAC Facilities Manager shall give bi-quarterly reports regarding meeting room space usage.
7. Appeals regarding meeting room space shall be made directly to the Board Chairperson via a special petition created by the Board.
8. Appeal Petitions regarding meeting room space shall be reviewed by the Board within (2) weeks of the request.
9. A room rental fee will be implemented for non-tenants, with the exception of units funded by a majority of registration fees. These funds will be diverted into the SAC Room Rental Fund.
10. A fee structure that described fees that will be charged for renting meeting rooms/gymnasium space will be reviewed each fall quarter.
11. Rental space for off campus must be reviewed and recommended by the Board.
12. Special Events will be considered on a space available basis. These events shall only happen at times that do not inconvenience building tenants. The Board shall consider each event's impact on accessibility of space to student users and building tenants when making a final determination.
13. There will be no restrictions on food brought into the SAC.
14. Users of space must adhere to the following provisions for room cleanliness:
  - a. For all large events, custodial services will be required at the expense of the reserving group.
  - b. For gym reservations that will incorporate food, the reserving group will be required to pay for custodial services for their event.
  - c. Conference room reservations that will incorporate food may require custodial services at the expense of the reserving group. The Facility Manager shall use his discretion regarding this service based upon the scope and size of the event.
15. Catering may be provided by any vendor that meets UCLA Environmental Health and Safety Guidelines.



#### **D. Building Hours**

1. The SAC Hours of Operation will be the following:

	Monday-Thursday	Friday	Saturday-Sunday
Public	7:00am-11:45pm	7:00am-9:45pm	9:00am-5:45pm
Tenant Operations	6:00am-1:00am	6:00am-9:45pm	8:00am-5:45pm

2. The Board shall determine which entrances to the SAC remain open during operating hours.
3. Building use will be allowed for any authorized user after tenant operation hours.

#### **E. Signage**

1. Tenants shall submit a request for approval to the Board for exterior corridor signage and use of communal space.
2. Tenants shall be individually responsible for approving materials posted within their space.
3. Signage within individually offices will be at the discretion of each tenant.
4. Official signage reflecting the name of each office shall be provided as part of building operations.
5. The Board shall recommend the naming of meeting rooms.
6. Formal signs will be placed in the Student Activities Center informing users of where specified special events and/or meetings will be taking place. This service will be free of charge and at the direction of the SAC Facilities Manager.

#### **F. Quality of Life Issues**

1. HVAC control will be the purview of the tenants within a framework established by the Board, with the SAC Facilities Manager.
2. Any inconvenience caused by building malfunction shall be addressed promptly by the SAC Facilities Manager.
3. Control of maintenance functions shall be the responsibility of the SAC Facilities Manager. Problems related to facilities will be promptly addressed.
4. Conflicts regarding building use and/or tenant relations shall be brought to the Board if the SAC Facilities Manager and/or Director of Cultural and Recreational Affairs can not reach an agreement, or as necessary.
5. Use of communal space is acceptable as long as tenants and student users are not inconvenienced or discouraged from entering the SAC or if normal operations are not disrupted.

## ARTICLE III: Composition

### A. Membership

Except as otherwise provided herein, the voting membership of the Board shall be composed as follows:

1. Four undergraduate students appointed by the Undergraduate Students Association (USA).
  - a. The USA shall appoint (1) representative from the Campus Retention Committee, one (1) representative from the Student Initiated Outreach Committee, one (1) representative from the Community Programs Office, and one (1) at-large representative. All nominations shall be made by the USA in accordance with the rules and procedures of the Association, and in accordance to agreement between UCLA administration and USA.<sup>1</sup>
  - b. Appointments shall be named no later than July 15.
  - c. Each undergraduate student appointee must be a registered and enrolled student at UCLA during each quarter of service on the Board. The exception to the requirement of registration and enrollment will be during the summer period.
  - d. Each undergraduate student appointee must maintain a cumulative grade point average of 2.00 throughout their term in service. Additionally, each student member must be in compliance with the requirements of the University pertaining to student participation on extracurricular activities.
  - e.
2. Four graduate students appointed by the Graduate Students Association (GSA).
  - a. The GSA shall appoint (1) the GSA Vice President of Internal Affairs, one (1) representative from the Graduate Student Resource Center Oversight Committee, one (1) representative from the Graduate Writing Center oversight committee, and one (1) at-large representative. All nominations shall be made by the GSA in accordance with the rules and procedures of the Association. Appointees must be tenants of the Student Activities Center.
  - b. Appointments shall be named no later than July 15.
  - c. Each Graduate Student appointee must be a registered and enrolled student at UCLA during each quarter of service on the Board. The exception to the requirement of registration and enrollment will be during the summer period.
  - d. Each Graduate student appointee must maintain a cumulative grade point average of 3.00 throughout their term in service. Additionally, each student member must be in compliance with the requirements of the University pertaining to student participation on extracurricular activities.
3. Three non-student representatives will serve on the board.
  - a. A representative from the Office of the Vice Chancellor, Student Affairs, who is a building tenant, appointed by the Chancellor to serve for a two-year term.
  - b. A representative from the College of Letters & Science, who is a building tenant, appointed by the Chancellor for a two-year term.
  - c. A representative from the Office of the Assistant Vice Chancellor of Student and Campus Life, who is a building tenant, appointed by the Chancellor to serve for a two-year term.

4. There shall be<sup>1</sup> alternate member for each voting member appointed by the organization listed above who will have full voting rights in the absence of the voting member.
5. Support staff:
  - a. The director of the Cultural and Recreational Affairs will serve as an ex-officio member of the Board.
  - b. The SAC Facilities Manager shall attend all SAC Board of Governors meetings.
  - c. The Vice Chancellor of Student Affairs shall provide the Board with administrative support and office space.
  - d. The Board shall designate an appropriate administrative staff for providing general staff support to the Board. All staff matters shall be handled in accordance with UCLA personnel policies and procedures.

#### **B. Election of Officers:**

1. Election for Chairperson and Vice Chairperson shall be made according to the following procedure:
  - a. The election for Chair shall be held annually no later than the sixth week of Spring Quarter. The election for Vice Chairperson shall be held annually no later than the third regular meeting of the Fall Quarter. At least nine SAC Governors must be present to nominate and elect officers.
  - b. Only students may be nominated for the position of Chairperson and Vice Chairperson. Nominations for Chair shall be made by the fourth week of Spring Quarter. Nomination for Vice Chairperson shall be made during the second week of fall quarter.
  - c. All votes shall be counted and a majority of all votes shall elect the respective officers.
  - d. In the event of a tie vote, the student members shall vote by secret ballot, and a majority of student votes shall elect the respective officers. In the event of a tie in student votes, secret ballots shall be recast by the entire Board.
  - e. Only student members can hold office. The Chairperson and Vice Chairperson shall hold office for one year.
  - f. Officers will be allowed to seek reelection only once.
2. In the event of vacancies resulting from resignation, ineligibility or incapacity, the vacancy shall be filled by election according to the procedures specified above. Should the Chairperson resign from his/her office or from the Board or becomes ineligible for Board membership, the Vice Chairperson shall assume the position of Chairperson for the duration of the former Chairperson's term and an election for Vice Chairperson shall be held.

#### **C. Terms of Service:**

1. The USAC and GSA, in accordance with their policies and procedures, shall nominate student members. The Board's term shall begin on July 1 of each year. For the 2003-04 year, the term shall officially begin on November 1, 2003. Students appointed to fill vacant positions shall serve for the duration of the term.

2. The USAC and the GSA, in accordance with their policies and procedures, shall nominate two appointees, each with alternating two year appointments. The period of appointment to the Board of two appointees from the USAC and two appointees from the GSA shall be divided as follows:
  - a. One USAC appointee and one GSA appointee, appointed each even year for a term of two calendar years
  - b. One USAC appointee and one GSA appointee, appointed each odd year for a term of two calendar years.
3. Nominations to fill vacancies on the Board resulting from ineligibility, resignation or incapacity shall be made to the Chancellor within three weeks in accordance with the rules and regulations of the appropriate nominating entity., The SAC Board Chairperson and the CRA Director shall write a letter to the President of GSA and/or USAC requesting immediate attention to the vacancy situation. The Chancellor shall accept or reject these nominations in a timely fashion.
4. In the event that any student member has two or more unexcused absences within any one quarter from a regular Board meeting, this matter may be called to the attention of the appropriate nominating entity and/or the Chancellor by the Chairperson of the Board. Should the Chancellor decide to remove the member for absenteeism, the resulting vacancy shall be filled in accordance with paragraph 2 above.

#### **D. Removal of Officers:**

1. Any student member of the Board, for failure to fulfill officer responsibilities, may be recommended to the Chancellor for removal by a three-fourths majority of the SAC Board of Governors. Upon receipt of such recommendation for removal of a student member and of the reasons for such recommendation, the Chancellor or his/her designate shall formally advise the appropriate student association executive officer, the SAC Board Chairperson, and the affected student member of the Board whether or not the student member is to be removed.

#### **E. Officer Duties**

1. Chairperson:
  - a. Preparation and timely distribution of the notice and agenda for all regular and special meetings of the Board.
  - b. Call of regular and special meetings.
  - c. Facilitating all meetings of the Board.
  - d. Preparation of the Board's annual report to the Vice Chancellor of Student Affairs.
  - e. Representing the Board before all campus and other organizations on matters of interest to the Board, subject only to any limits the Board may wish to impose.
  - f. Providing input, on behalf of the Board on personnel matters affecting the Student Activities Center.
  - g. Publicizing information through campus media as needed.
  - h. The Chairperson shall have voting privileges on all matters and may freely engage discussions.
2. Vice Chairperson:
  - a. The Vice Chairperson shall act in the absence of the Chairperson.
  - b. The Vice Chairperson shall assume additional duties, as determined by the Board on a yearly basis.

## **ARTICLE IV: Organization**

### **A. Definitions**

1. Regular Meeting: Any meeting scheduled according to a calendar established by the Board at the beginning of each quarter and the summer period.
2. Special Meeting: Any meeting called during the interim between regular meetings.
3. The Board shall hold regular meeting no less than four times during each quarter.
4. Meetings may be called during the summer period. If a quorum is not achieved, members may serve in a non-binding process.
5. Special meetings shall be held upon the call of the Chairperson or upon written request to the Chairperson by at least three Board members.
6. Notice of regular and special meetings shall be publicized in advance by the Chairperson at least 24 hours before meetings.
7. The Board shall give public notice of all regular and special meetings through the campus media.
8. A quorum shall consist of six voting members of the Board.
9. Robert's Rules of Order shall apply on any matter upon which this Charter or its by-laws are silent.

### **B. Subcommittees**

1. The Board may establish subcommittees to assist in carrying out the objectives of the Board. After being established, each subcommittee shall be responsible for outlining and presenting goals, and for providing regular updates on their progress.

### **C. Amendments**

1. The Board may at any time approve amendments to this Charter by two-thirds vote of the total voting membership (vacancies included) of the Board. Notification of proposed amendments shall be provided to Board members at least two (2) weeks prior to submission to the Board for vote. Immediately following approval of amendments the Board shall work with the Vice Chancellor of Student Affairs to agree on the changes. If the Vice Chancellor of Student Affairs is unable to meet with the Board within two weeks, the proposed amendment will remain unapproved until a meeting can be set and an agreement can be reached on the changes. In this case, the Vice Chancellor of Student Affairs will write to the Chairperson explaining the delay.
2. The Vice Chancellor of Student Affairs may enact amendments to this Charter only after discussion of such amendments with the Board. Proposed amendments may not be discussed without a quorum of the Board or without the specific authorization of an ad-hoc group established by the Board.

### **D. Support and Organization**

1. Administrative Support
  - a. The Vice Chancellor of Student Affairs will ensure adequate administrative support staff for the Student Activities Center Board of Governors.
2. Record Keeping
  - a. Minutes shall be taken either by Board staff as provided by the Vice Chancellor of Student Affairs or by a contracted minute taker.
  - b. Meetings shall be taped and summarized for approval at a subsequent regular meeting. Minutes shall include the names of Board members

- present and guests. The minutes should also specify what each member said, and reflect accurately the discussion and proceedings.
- c. A copy of all minutes shall be forwarded by the staff to the ASUCLA Library.
  - d. The Department of Cultural and Recreational Affairs shall create and maintain a website regarding the history of the Student Activities Center; how students contribute to the building's well being; specific information regarding the SPARC 2000 referendum; a welcome by the Board Chairperson and Vice Chairperson; names of Board membership and support staff; description of the activities that occur in the building; links to specific tenant websites; and downloadable PDF files of petitions, meeting room/gymnasium space requests, facilities repair request forms; and other needed documents; dates, times and location of SAC Board meetings; roster of all members of the SPARC Advisory Committee and SAC Board of Governors; the operating charter; and agendas and minutes of each meeting.

## **History of SPARC Committee Members/SAV Governors**

### **1999-2000**

Hovig Tchalian, GSA Rep  
 Lina Velasco, SFAC (Undergraduate)  
 Tracy Curtis, SFAC (Graduate)  
 Briana Seabron, USAC Rep  
 Antonio Sandoval, USAC Rep  
 Robert Naples, AVC Student & Campus Life  
 Jane Permaul, AVC Student Affairs Administration  
 Ray Zak, CRA Director  
 John Sandbrook, Assistant Provost for L&S  
 Tina Oakland, Women's Resource Center Director  
 Al Setton, Deputy AVC SDH  
 Judith Holland, Student Affairs Support Staff

### **2000-2001**

Martin Griffin, GSA Rep  
 Suzanne Seplow, GSA Rep  
 Arshad Ali, USAC Rep/CPO Rep.  
 Natasha Saelua, USAC Rep/SIOC Rep  
 Antonio Sandoval, USAC Rep/CRC Rep  
 Jamie Jefferson, USAC Rep  
 Robert Naples, AVC Student & Campus Life  
 Soncia Lilly, AVC Student Affairs Administration  
 Jane Permaul, Special Assistant  
 Ray Zak, CRA Director  
 John Sandbrook, L&S  
 Tina Oakland, Center for Women & Men, Director  
 Al Setton, Deputy AVC SDH  
 Judith Holland, Student Affairs Support Staff

### **2001-2002**

Charles Harless, GSA Rep.  
 Arshad Ali, USAC Rep.  
 Anica McKesey, USAC Rep/SIOC

Antonio Sandoval, USAC Rep/CRC  
Elizabeth Delgado, USAC Rep/CPO  
Robert Naples, AVC Student & Campus Life  
Soncia Lilly, AVC Student Affairs Administration  
Michael Deluca, CRA Director  
Tina Oakland, Center for Women & Men Director  
John Sandbrook, L&S  
Al Setton, Deputy AVC SDH  
Judith Holland, Student Affairs Support Staff  
Donna Tenerelli, ROTC  
Bill McCloskey, ROTC  
Pete Shaner, ROTC

**2002-2003**

Charles Harless, GSA Rep  
Lynn Itagaki, GSA Rep  
Dorothy Kim, GSA Rep  
Antonio Sandoval, GSA Rep/SACBOG Chairperson  
Leilani Downing, USAC Rep/SIOC  
Melanie Pascual, USAC Rep/CRC  
Rosalio Rubio, USAC Rep/CPO  
Jessica Cruz, USAC Rep/CPO Alternate  
Elizabeth Delgado, USAC Rep/SACBOG Vice Chairperson  
Tina Oakland, Center for Women & Men  
Donna Tenerelli, ROTC  
Michael Deluca, CRA Director

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**Agreed to:**

For Student Activities Center Board of Governors:

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Antonio Sandoval, Chairperson                      Date  
Student Activities Center Board of Governors

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Elizabeth Delgado, Vice Chairperson      Date  
Student Activities Center Board of Governors

For Student Affairs:

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Janina Montero, Vice Chancellor      Date  
Student Affairs

Revised 07/10/09