

ASOSU

BYLAWS FOR THE ASOSU STUDENT ADVISORY BOARD OREGON STATE UNIVERSITY

ARTICLE I: NAME

This board shall be known as the ASOSU Student Advisory Board of Oregon State University (“Student Advisory Board”).

ARTICLE II: PURPOSE

The ASOSU Student Advisory Board shall serve the following purposes for the benefit of Oregon State University (OSU) students:

1. Review and make recommendations regarding proposed changes in the annual budget of the ASOSU
2. Recommend the student fee amount required to support the ASOSU annual budget request to the Budget Manager
3. Recommend any fee change for the upcoming fiscal year to the Associated Students of Oregon State University’s (ASOSU) Student Fee Committee (SFC)
4. Review unit programs, services, and facilities and make recommendations to staff to support and enhance the success of OSU students
5. Serve as a sounding board for unit leadership
6. Serve as a liaison between the ASOSU and SFC

*While these outlined purposes are not fully inclusive of all the roles a Student Advisory Board may serve for a budgeting unit, these are the recommended minimums. A direction change away from the model of a “Budgeting Board” is a holistic approach to strategic partners in decision-making, programming, and planning. However, it is important that the SAB’s are clear of their role as **Advisory and not Supervisory**.*

ARTICLE III: BOARD MEMBERSHIP

Section A: Eligibility

1. All students currently enrolled at OSU that are paying student fees are eligible for nomination and appointment to the ASOSU Student Advisory Board.
2. Oregon State University aspires to be a collaborative, inclusive and caring community that strives for equity and equal opportunity in everything we do; that creates a welcoming environment and enables success for people from all walks of life; and that shares common, fundamental values grounded in justice, civility and respect while looking to our diversity as a source of enrichment and strength.

Section B: Method of Selecting Members

1. The members of the ASOSU Student Advisory Board shall be selected and appointed following an open application and recommendation process.
 - a. The Student Advisory Board shall comprise 10 voting student seats and 2 faculty/staff positions.
 - b. Voting members of the Student Advisory Board will be selected by the advisor(s)/hiring managers within the unit following the application and/or recommendation process.
 - i. The selection process must be completed by May 15th and submit the recommendations for those appointed to the current Student Advisory Board for approval at the next meeting.
 - ii. The newly appointed Student Advisory Board will formally take office on June 1st and conclude on May 31st of the following year.
 - c. The Student Advisory Board and Advisor are responsible for timely communications to the campus community of the Board's recruitment and appointment timelines.
 - d. Any student vacancy shall be filled by an appointee selected by the Chair, in consultation with the sub-units as appropriate. The appointee will complete the term of the vacated seat.
 - e. Any faculty/staff vacancy will be filled by the Unit Director, the Budget Manager, or their designee.
2. The ASOSU Student Advisory Board shall have 10 student members, and each will serve a single academic year appointment:
 - a. The ASOSU Student Government Director of Director of Diversity and Inclusion or their designee (ex officio)
 - b. The ASOSU Student Fee Committee Liaison (ex officio)
 - c. 6 service-level student representatives
 - i. At least 1, and up to 2, student representatives on behalf of the Office of Advocacy
 - ii. At least 1, and up to 2, student representative on behalf of the Student Government
 - iii. At least 1, and up to 2, student representative on behalf of SafeRide
 - d. 2 at-large student representatives not otherwise affiliated with the ASOSU
3. The Student Advisory Board shall have at least 1, and up to 2 faculty/staff members as appointed by the Budget Manager serving a 1 academic year appointment.

All student members of the SAB must be current fee-paying (or fee-paid) students. Membership should strive to be a collaborative approach to leadership representing a cross-section of campus students, users of your unit's services and programs, and a variety of differing identities. Units should not rely solely on other units or the ASOSU for selection of their board members.

Section C: Types of Members

1. All students serving on the ASOSU Student Advisory Board, in an appointed or specifically denoted ex-officio capacity, shall be active members and have full voting rights, with the exception of any conflicts of interest.
2. Faculty/staff members on the Student Advisory Board will be active members with full voting rights with the exception of Student Fee Committee process business.

Faculty & Staff have full participatory rights except for voting on SFC budget recommendations.

Section D: Methods of Revoking Membership

1. The Student Advisory Board shall review the status of any member with two consecutive unexcused absences. Membership shall be revoked upon 2/3 vote of the Student Advisory Board at any scheduled meeting constituting a quorum.

ARTICLE IV: BOARD OFFICERS

Section A: Listing of Officers

1. The officers of the Student Advisory Board shall be:
 - a. Chair
 - b. Vice Chair
 - c. Secretary
 - d. Student Fee Committee Liaison
2. The Chair and the SFC Liaison roles may be held by two different members, or occupied jointly by a single person.

Section B: Powers and Duties of Officers

1. The Chair shall have the following duties:
 - a. The Chair presides over the Student Advisory Board meetings
 - b. Shall represent the Student Advisory Board at meetings and functions of the University as requested
 - c. Act as the formal liaison with other Student Advisory Boards
 - d. In consultation with the Student Advisory Board officers and advisor, prepare the agenda for each regularly scheduled meeting
 - e. Shall assist with the SFC presentation
2. The Vice Chair shall have the following duties:
 - a. The Vice Chair shall substitute for the Chair at meetings and functions in the absence of the Chair
 - b. Shall be the formal liaison with unit staff
 - c. Shall assist with the SFC presentation as needed
 - d. Initiate special projects on behalf of the Student Advisory Board in consultation with the Chair and Advisors
3. The Secretary shall have the following duties:
 - a. Shall serve to record attendance at each meeting
 - b. Shall record and distribute meeting minutes to Board members within 24 hours
 - c. Shall ensure the minutes are updated on the ASOSU Student Advisory Board website
4. The Student Fee Committee Liaison shall have the following duties:
 - a. Shall serve as a member of the Student Fee Committee and meet all committee expectations, after being confirmed by a vote of the ASOSU Senate.
 - b. Be the formal liaison to the SFC on behalf of the Student Advisory Board
 - c. Shall attend all SFC and Student Advisory Board meetings
 - d. Shall assist with the SFC presentation

Section C: Election

1. Qualifications of Officers
 - a. All officers shall be active members with full voting rights of the Student Advisory Board.
 - b. All the officers must be students that are paying student fees
 - c. The Student Fee Committee Liaison must meet the minimum requirements for

- University employment.
2. Nominating Procedure
 - a. Candidates may be self-nominated or nominated from the floor.
 3. Election of officers shall be done by a vote of the SAB (in a manner determined by the board and advisors) and will be decided by simple majority.
 4. Term of Office
 - a. An officer shall serve a one-year term. Election of officers shall occur at the earliest available meeting.
 - b. The SFC Liaison will be selected prior to May 15th to be formally appointed by the ASOSU President to be confirmed by the ASOSU Senate.

Section D: Procedure to Fill Officer Vacancies

1. Officer vacancies shall be filled by election from within the Student Advisory Board outlined above.

ARTICLE V: ORGANIZATIONAL STRUCTURE

Section A: Executive Committee and Duties

1. The Executive Committee shall comprise the Chair, Vice Chair, Secretary, SFC Liaison, and the Student Advisory Board Advisor.
 - a. The Executive Committee shall meet on an at least bi-weekly basis.

ARTICLE VI: Advisor and Ex Officio (Non-Voting)

Section A: Advisor ASOSU's Student Government Advisor or other designee as determined by the Budget Manager

Section B: Ex Officio (*Anyone on the board by nature of their position in the unit rather than an appointment process, or whose presence may regularly add benefit to have at all meetings of the Student Advisory Board.*)

1. *Non-voting ex-officio members:*
 - a. ASOSU Student Government President
 - b. ASOSU Student Government Vice President

ARTICLE VII: Rules of Procedure

Section A: Attendance

1. All members are expected to attend and participate in all scheduled meetings and events. Excused absences shall be granted to members who notify any officer or advisor for the following reasons: medical/family emergency, academic priority, university event, out of town travel, or reasons approved at the chair or advisor's discretion.

Section B: Frequency of Meetings

1. Meetings shall be held at least twice per academic term during the regular academic year.
2. Additional meetings shall be scheduled as needed (ex. to make recommendations for the student fee-setting process).
3. Any member of the Executive Committee or any three members may call special meetings.
4. All regular business meetings of the Student Advisory Board must be advertised publicly and broadly a minimum of 48 hours in advance.

Section C: Public Meetings Rules of Conduct

1. All meetings are open to the public pursuant to the Oregon Public Meetings Law.
2. The Robert's Rules of Order (Newly Revised) shall guide meetings, at the discretion of the Chair and subject to the consent of the board.

Section D: Quorum

1. More than half of the non-vacant voting membership shall constitute quorum. A quorum is necessary to conduct official business of the Student Advisory Board.

Section E: Minutes

1. Official minutes shall be completed by unit support staff, or other appointed officer, and distributed for approval by the Student Advisory Board.
2. Minutes are to be forwarded to Student Advisory Board members no less than two (2) days prior to the next scheduled meeting.
3. Approved minutes shall be distributed electronically to staff and made available to the public on the SAB website.

Section F: Use of Recognized Authority

1. A Student Advisory Board member speaks for themselves unless a statement of decision is approved by a vote of the Student Advisory Board.

Student Advisory Board members standing alone do not speak for the board, rather they speak for themselves only. The opinion of the board must be documented in a written "statement of decision" and approved by a vote of the board. This way no one person's views will later be taken as the views of the whole committee.

ARTICLE VIII: Amendments

The Bylaws of the Student Advisory Board may be amended by a 2/3 vote of the Board at any scheduled meeting constituting a quorum. The proposed amendments shall be submitted in writing and read to the Student Advisory Board at a regularly scheduled meeting; the vote will be taken at the next regularly scheduled meeting following the reading.

ARTICLE IX: Effective Date of Bylaws

The Bylaws shall go into effect 06/01/2023.

Previous Effective Dates of Bylaws:

03/04/2021

10/17/2019