

**BYLAWS FOR THE
FAMILY RESOURCE CENTER STUDENT ADVISORY BOARD
OREGON STATE UNIVERSITY**

ARTICLE I: NAME

This board shall be known as the Family Resource Center Student Advisory Board of Oregon State University (Student Advisory Board).

ARTICLE II: PURPOSE

Family Resource Center Student Advisory Board shall serve the following purposes for the benefit of Oregon State University (OSU) students:

1. Review and make recommendations regarding proposed increases in the annual budget of the Family Resource Center
2. Recommend the student fee amount required to support the Family Resource Center 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 the leadership of unit.
6. Serve as a liaison between the ASOSU, SFC and unit.

ARTICLE III: BOARD MEMBERSHIP

Section A: Eligibility

1. All students currently enrolled at OSU who are paying student fees are eligible for nomination and appointment to the Family Resource Center Student Advisory Board.
2. When considering eligibility, the following statement will be considered heavily:
 - a. 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 Family Resource Center Student Advisory Board shall be selected and appointed through open application and recommendation processes.
 - a. The Student Advisory Board is comprised of four voting student seats, and two voting faculty/staff positions. (At a minimum there should be six members on the student Advisory Board with no more than 1/3 faculty or staff, and of the remaining 2/3's student representation, and no more than half can be employed by that unit.)
 - b. Voting members of the Student Advisory Board will be selected by: submitting letter of interest and resume to the advisory board, board review of materials, majority board vote to extend seat on the board
 - c. The selection process must be completed by April 16th (or as needed if a position is vacated mid-year) and submit the recommendations for those appointed to the current Student Advisory Board for approval either via e-mail or at the next regularly scheduled meeting.
 - d. The newly appointed Student Advisory Board will formally take office on April 16th and

- conclude on April 15th the following year.
- e. The Student Advisory Board and Advisor are responsible for timely communications to the campus community of the Board's recruitment and appointment timelines.
 - f. Any student vacancy shall be filled by a majority vote of current board members.
 - g. Any faculty/staff vacancy will be filled by the Unit Director, the Budget Manager, or their designee.
2. The Family Resource Center Student Advisory Board shall have four student members, each will serve a single academic year appointment:
 - a. A representative appointed by the ASOSU
 - b. At least one graduate student
 - c. At least one undergraduate student
 3. The Student Advisory Board shall have two faculty/staff members as appointed by the Budget Manager serving a one academic year appointment.
 4. The Student Advisory Board shall have the ex-officio members:
 - a. Director of Family Resource Center
 - b. Student Family Coordinator of Family Resource Center
 - c. Administrative Program Assistant of Family Resource Center

All student members of SAB's 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 Family Resource Center Student Advisory Board 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.

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. Student Fee Committee Member

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 within Student Affairs
 - 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
 - d. Initiate special projects on behalf of the Student Advisory Board
- 3. The Student Fee Committee Member 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 with the SFC on behalf of the Student Advisory Board
 - c. Shall attend all SFC and Student Advisory Board meetings

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 Member must meet the following additional qualifications:
 - i. If they are an undergraduate student:
 - 1. They must maintain a 2.0 OSU cumulative GPA
 - 2. They must be enrolled for at least 6 credits
 - 3. They must be in good standing with the University
 - ii. If they are a graduate student:
 - 1. They must maintain a 3.0 OSU cumulative GPA
 - 2. They must be enrolled for at least 5 credits
 - 3. They must be in good standing with the University
- 2. Nominating Procedure
 - a. Candidates may be self-nominated or nominated from the floor.
- 3. Election of officers shall be done by secret ballot 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 no later than the May meeting.
 - b. The SFC Member will be selected prior to May 1st to be formally appointed by the ASOSU President and then confirmed by the ASOSU Senate.

Section D: Procedure to Fill Officer Vacancies

- 1. Vacancies of an office shall be filled by election from within the Student Advisory Board.

ARTICLE V: ORGANZATIONAL STRUCTURE

Section A: Executive Committee and Duties

- 1. The Executive Committee shall be comprised of the Chair, Vice Chair and SFC member and the Student Advisory Board Advisor.

Section B: Other Committee and Duties

ARTICLE VI: Ex Officio and Advisor

Section A: Advisor

Director, Family Resource Center

Section B: Ex Officio

Student Family Coordinator, Family Resource Center
Administrative Program Assistant, Family Resource Center

ARTICLE VII: Rules of Procedures**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, or out of town travel. The Student Advisory Board shall review all other reasons.

Section B: Frequency of Meetings

1. Meetings shall be held every month (excluding December) during the academic year.
2. Additional meetings shall be scheduled as needed 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.

Section D: Quorum

1. One more than fifty (50) percent of the voting membership shall constitute quorum. A quorum is necessary to conduct official business of the Student Advisory Board.
2. All decisions must be made by a quorum of members present.

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 available upon request to any fee-paying student at Oregon State University.

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.

ARTICLE VIII: Amendments

The Bylaws of the Student Advisory Board may be amended by a 2/3 vote of the Advisory 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 no later than fall term week 5 per SFC FY19 guidelines

Previous Effective Dates of Bylaws:

Revision September 2019

Established 2007 (?)