

University of California, Riverside  
Recreation Facilities Governing Board  
Operating Codes and Bylaws

**Section I- Charge**

- A. By authority and the direction of the Chancellor, the University Recreation Facilities Governing Board shall recommend policy consonant with regulations for the operation of the Student Recreation Center for the students of UCR. The responsibility of the "Recreation Facilities Governing" Board shall include but not be limited to:
- 1) Reviewing and approving through appropriate UCR offices the Detailed Program Analysis, Program Planning Guide, Environmental Impact Report, Architectural Program, and subsequent Design Development.
  - 2) Approve all fiscal aspects, including but not limited to: The projects, budget, the construction contract, and subsequent operating budget proposals.
  - 3) Report regularly in open forums to the UCR student body on progress.
  - 4) Ongoing coordination with campus Development Office, to ensure fundraising for these facilities.

Upon the completion of the facility, the Recreation Facilities Governing Board will be responsible for:

- 5) All facility operations and policies, approving all budgetary aspects (including annual budget, usage fees, etc.).
- 6) Making available an annual report detailing the fiscal operation of the facility to the Chancellor and students.
- 7) Ongoing coordination with campus Development Office, to ensure fundraising for these facilities.
- 8) The Recreation Facilities Governing Board will use the 1993 Recreation Center Expansion Referendum as its primary guide in the administration of all Student Recreation Center matters (including scheduling and fees-for-use for all concerned parties), with the Operating Codes working as a supplement to the 1993 Referendum.

- 9) Room rental rates are determined by the Recreation Facilities Governing Board.
- i) Campus entities and Off Campus groups (including but not limited to campus departments, student programs, associations, etc.) other than registered student organizations are responsible for the full facility rental and other applicable charges.
  - ii) Room rental rates can be waived for Registered Student Organizations, however other fees may apply.
  - iii) If the attendance at a Student Organization sponsored event is not primarily UCR students (50% plus one), the event will be charged rental fees at the Campus Entity & Off Campus group rate. The composition of the actual attendance will be determined by on-site Recreation Department managers during the event.
  - iv) If one of the two aforementioned criteria (section I – subsection A 11-111) are met, fee waivers will be evaluated by the Recreation Facilities governing Board on a case by case basis following a formal presentation of:
    - a. Proof of current registered student organization status
    - b. Line item budget
    - c. Projected event attendance
    - d. Benefit of general UCR student body
  - v) Granted fee waivers will be considered as an award based on the merit of the proposal and do not establish precedence for future applications.

## **Section II- Membership**

- A. The Recreation Facilities Governing Board members shall be appointed by the Chancellor. The student members may be reappointed and should reflect different class levels, in order to endure continuity of the Recreation Facilities Governing Board. The term will run from the Spring quarter to the following Spring quarter. All student members must be in good standing with the University and be considered a full time student.
- 1) Six (6) undergraduate students as recommended by ASUCR (Associated Students, University of California, Riverside). The representative shall be available for a two (2) years term whenever possible.

- 2) Three (3) graduate students as recommended by Graduate Student Council. The representative shall be available for a two (2) year term whenever possible.
  - 3) The Director of the Student Recreation Center will serve as an ex-officio member of the board without a vote.
  - 4) The Chancellor or the Chancellor's designated non-voting representative.
- B. The Executive Officers of the University Recreation Facilities Governing Board shall be elected by all Board Members at the last meeting of the previous academic year, or as soon as possible after that. A Co-Chairperson can be elected if deemed necessary. The Chair will have served one previous term on the Board if possible.
- C. Stipends may be amended every four years depending on the calculated increase or decrease of the Higher Education Price Index (HEPI). Stipend amendment must be approved by the Recreation Director.
- D. Absentee voting is allowed in the occurrence a voting member is unable to attend a scheduled meeting. The absence must be excused. The member must feel they have adequate knowledge on the subject to submit a vote. The vote must be submitted to the Chair and the Recreation Director in writing, via email, or text message by meeting adjournment.
- E. Board Members may be removed by 8 out the 9 members' vote requesting the Chancellor remove the member. This removal must be only for consistent failure to carry out responsibilities imposed by these Bylaws. Any members can appeal to the Chancellor.
- F. The student voting members of the Recreation Facilities Governing Board shall be eligible to receive a stipend. A student's stipend and right as a voting member is forfeited for a quarter if that student misses more than one unexcused Recreation Facilities Governing Board meeting in that quarter. Excused absences must be verified by the Recreation Facilities Governing Board.
- G. In the occurrence a Board member is unable to attend scheduled meetings for an entire quarter an alternate member may be appointed. The Board member will forfeit their stipend and voting right for that quarter. Alternate members will have voting rights but will not receive a stipend. Alternate members must be approved by ASUCR or GSA. Alternate members will be voted on by a quorum of senior board members. There will be no more alternates than senior Board members.

- H. Board members can only speak for the Recreation Facilities Governing Board, with prior approval of the Recreation Facilities Governing Board.
- I. New member selection shall take place no later than Week 1 of Spring Quarter. In accordance with ASUCR, an application will be made available to become a Recreation Facilities Governing Board member. The application process will be open until the end of Week 5 of Spring Quarter. The RGB Chair and the ASUCR Personnel Director will review applications and set up interviews during Week 6 to Week 8 of Spring Quarter. New members will be notified no later than Week 9 of their decision.
- J. The RGB Chair will be working alongside the ASUCR Personnel Director during the application, interview, and selection processes. If one of the two does not fulfill their duties, the other person has the authority to take over the new member processes.

### **Section III- Meetings**

- A. The Recreation Facilities Governing Board shall meet at least bimonthly during the fiscal academic year.
- B. Upon petition of five (5) of the voting membership of the Recreation Facilities Governing Board, the Recreation Facilities Governing Board shall meet at additional times.
- C. All regular meetings of the Recreation Facilities Governing Board shall be open to the UCR campus community, except:
  - 1) During personnel discussions.
  - 2) When by discretion of the Recreation Facilities Governing Board and/or Chair of the Recreation Facilities Governing Board, to close the meeting at any time for discussion and/or voting by only the voting members of the Recreation Facilities Governing Board.
  - 3) All information from the closed discussion or voting will be made public in the minutes.
- D. Governing of the Recreation Facilities Governing Board is:
  - 1) Government

- A) The Chair (or Co-Chairs, if there are so) is allowed to vote in all matters.
  - B) Exceptions designated otherwise in the Recreation Facilities Governing Board's Operating Code and Bylaws.
  - C) The Rules of Order may be suspended by the Chairperson.
- 2) Agenda
- A) Agenda topics must be submitted 24 hours in advance by the Executive Secretary of the Recreation Facilities Governing Board or a designated member of the Recreation Facilities Governing Board.
  - B) All topics for discussion or request for action(s) shall be scheduled on the agenda of the Recreation facilities Governing Board prior to each meeting. Agenda must be completed at least 12 hours prior to the meeting.
  - C) Topics introduced spontaneously under the section designated as New Business, may be initiated only by member(s) of the Recreation Facilities Governing Board.
  - D) Major policy issues not included in the advance agenda should be voted on at the following meeting.
- 3) Voting
- A) Two-thirds (2/3) of the Recreation Facilities Governing Board shall constitute a quorum.
  - B) There shall be no voting by proxy on the Recreation Facilities Governing Board. Absentee voting is allowed, see Section II, sub-section D.
  - C) Motions pass with simple majority.
  - D) Voting and discussion must be held separately. Discussion will occur first, followed by a vote.
  - E) All voting will be simultaneous show of hands or secret ballot.
  - F) Contracts and other obligations shall be entered into accordance with established University policies. Long-

range contracts, concessions, and usages and other services shall require prior review before voting by the Recreation Facilities Governing Board.

- 4) Minutes
  - A) One complete set of minutes shall be composed by the Executive Secretary, and sent to: Chairperson, Director of the Student Recreation Center, Internal President of the Graduate Student Council, the Internal Vice-President of ASUCR, appropriate administrative offices, and each member of the Recreation Facilities Governing Board.
  - B) Minutes of the Recreation Facilities Governing Board meetings shall be presented for approval at the next meeting of the Recreation Facilities Governing Board.
- E. Outside of the academic year the in term members of the Board shall be authorized to conduct all necessary business in lieu of official quorum.

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#### **Section IV- Officers “of the Recreation Facilities Governing” Board**

- A. Officers of the Board will hold an Executive Board meeting prior to each scheduled Recreation Facilities Governing Board meeting as needed.
- B. Duties of the Chairperson:
  - 1) The Chairperson shall call all meetings of the Recreation Facilities Governing Board.
  - 2) The Chairperson shall prepare an agenda for each Recreation Facilities Governing Board meeting, and then notify the Executive Secretary to send a meeting notice to all members.
  - 3) The Chairperson shall preside at all meeting of the Recreation Facilities Governing Board.
  - 4) The Chairperson shall be required to meet with the Director of the Student Recreation Center a minimum of once per week for informal informational meetings.
  - 5) The Chairperson shall be the official liaison between campus administration, including student governments, and all media

outlets. All other board members will defer to the Chairperson for all communications between these entities.

B. Duties of the Vice-Chair

- 1) Perform duties assigned at the discretion of the Chairperson.
- 2) Fulfill duties of the Chairperson when he/she is unable to perform them.
- 3) Coordinate the recruitment and appointment of alternates to the Board on a quarter by quarter basis.

C. Duties of the Executive Secretary

- 1) Be responsible for taking and distribution of minutes as directed by Section III, Subsection 4, A.
- 2) Send a memo to all Recreation Facilities Governing Board members no later than the second week in each quarter, regarding schedules, in order to determine meeting date and time convenient for all.
- 3) Serve on the Finance Subcommittee and assist with the development of budgets.
- 4) Update the Recreation Facilities Governing Board website, survey Board members and schedule quarterly meeting times.

**Section V- "Recreation Facilities Governing" Board Subcommittee Regulations**

A. Subcommittees:

- 1) The Chairperson of the Recreation Facilities Governing Board may establish subcommittees as deemed necessary for the efficient conduct of the business of the Recreation Facilities Governing Board.
- 2) Members of the subcommittees shall be appointed and removed by the Recreation Facilities Governing Board and governed by the Bylaws of the Recreation Facilities Governing Board.
- 3) Each subcommittee shall elect a Chairperson for that subcommittee. The subcommittee Chairperson is responsible for calling the next subcommittee meetings and reporting

subcommittee actions at each Recreation Facilities Governing Board meetings.

- 4) Subcommittee meetings notices shall be sent to all student board members within 48 hours of the meeting. All subcommittee meetings are open to all Recreation Facilities Governing Board members.
- 5) Minutes shall be taken at each subcommittee meeting. A copy shall be kept by the Executive Secretary of the Recreation Facilities Governing Board, one copy shall be sent to the Recreation Facilities Governing Board Chairperson, and sent each subcommittee members.
- 6) All recommendations of subcommittee require the Recreation Facilities Governing Board's approval.

B. Budget Subcommittee

- 1) A Budget Subcommittee shall be established at the beginning of the Fall quarter or when deemed necessary. This Subcommittee shall consist of at least two (2) Recreation Facilities Governing Board members and the Executive Secretary.
- 2) The Budget Subcommittee shall be responsible for developing and reviewing the budget in accordance with the direction of the Chancellor.
- 3) The Budget Subcommittee shall also be responsible for evaluating and approving major maintenance and equipment replacement projects no less than once a year.
- 4) A year-end financial statement showing the financial condition of the Student Recreation Center shall be made available to the Recreation Facilities Governing Board

C. Executive Subcommittee

- 1) The Executive Subcommittee shall be established by the Recreation Facilities Governing Board as needed to fulfill the responsibilities of the Recreation Facilities Governing Board when regular meetings of the Recreation Facilities Governing Board are not possible according to the following:



- A) The Executive Subcommittee shall only be empowered when there are no regular classes in session, such as Summer break, Christmas vacation, and Spring Break.
- B) The Executive Subcommittee shall consist of a minimum of three (3) members and the Chancellor's designate. Only Recreation Facilities Governing Board members can sit on an Executive Board.
- C) Notices of all Executive Subcommittee meetings must be sent to all Recreation Facilities Governing Board members 48 hours prior to meeting Recreation Facilities Governing Board that are not voting members of the Executive Subcommittee will be considered as Ex-Officio members of the Executive Subcommittee.
- D) Quorum shall consist of all members of the Executive Subcommittee.
- E) A student Chairperson of the Executive Subcommittee shall be elected at the first meeting of an Executive Subcommittee.

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**Section VI- Amendments**

- A. All proposed revisions to the Bylaws must be presented in writing one meeting prior to being voted on.
- B. Amendments to these Bylaws may be made by a 2/3 vote of the Recreation Facilities Governing Board.

Amendment Date: May 14, 2015