WESTERN MICHIGAN UNIVERSITY
Student Center

STUDENT CENTER ADVISORY BOARD CHARTER

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DEFINITIONS

Article	An article is a major division that addresses a specific subject matter or area of focus within the document.
Section	A section is a smaller subdivision within an article that organizes related content and provides a clear delineation between different provisions.
Clause	A clause is a distinct provision that expresses a specific requirement, condition, or rule. Clauses can be independent and self contained or can be connected to other clauses within the same section or article.
Sub-Clause	A subclause is a subordinate clause that is nested within a larger clause that provides additional information or clarification to the main clause.

STUDENT CENTER
VISION, MISSION, AND VALUES STATEMENTS

Student Center Vision:

- To be the heart of Western Michigan University.

Student Center Mission:

- To foster an inclusive and vibrant student centered community by providing resources, programs, and a welcoming facility where all students can gather, play, and connect.

Student Center Values:

1. Student Centeredness - We put students' needs first in all matters.
2. Connectivity - We work to ensure that students are aware of the resources available to them, and the Student Center serves as a space to build relationships and connections.
3. Accessibility - We are committed to making resources and services readily available and accessible to students
4. Vibrancy - We empower students to shape the environment to fit their unique lifestyles, fostering a dynamic atmosphere that encourages personal growth and exploration.
5. Inclusivity and Community Building - We embrace diversity in all its forms and actively nurture connections and relationships among all community members, ensuring a welcoming and supportive environment where every student feels a strong sense of belonging.

ARTICLE I: NAME, PURPOSE, DELEGATION OF AUTHORITY

SECTION 1: NAME

1. The name of this organization shall be the Student Center Advisory Board (SCAB), hereinafter referred as the Board.

SECTION 2: PURPOSE

1. The purpose of the Board is to foster an inclusive and vibrant student centered community by providing resources, programs, and a welcoming facility where all students can gather, play, and connect.

SECTION 3: DELEGATION OF AUTHORITY

1. The Board operates under this charter with the approval of the Vice President of Student Affairs, in consultation with the Western Student Association (WSA).

ARTICLE II: MEMBERSHIP

SECTION 1: COMPOSITION

1. The Board shall be composed of:
    - 1.1. Eleven Student Voting Members:
        - 1.1.1. Chair, and
        - 1.1.2. Vice Chair, and
        - 1.1.3. Five at large members, and
        - 1.1.4. A student representative appointed by the Western Student Association (WSA), and
        - 1.1.5. A student representative appointed by the Graduate Student Association (GSA), and
        - 1.1.6. A student representative appointed by the Campus Activities Board (CAB), and
        - 1.1.7. A student representative appointed by the Student Media Group (SMG), and
    - 1.2. Four Non-Student Voting Members
        - 1.2.1. A faculty representative appointed by the Faculty Senate, and

1.2.2. A staff representative appointed by the Division of Student Affairs (DoSA), and
1.2.3. A staff representative appointed by the Office of Diversity and Inclusion (ODI), and
1.2.4. An alumnus representative appointed by the Alumni Association,and
1.3. One Non-Voting Member
1.3.1. The Director of the Student Center

SECTION 2: TERM, TERM LIMITS, AND REPLACEMENT

1. All positions shall have a term of one academic year, commencing from the end of the Spring Semester and extending to the end of the following Spring Semester.
2. A student may serve as Chair a maximum of two, one year terms.
3. A student may serve as Vice Chair a maximum of two, one year terms.
4. All Non-Student Voting Members are allowed to serve an unlimited number of terms as long as they are re-appointed by their respective constituencies.
5. All members that are appointed by the appropriate appointing body begin on the date specified in the written notification by the Chair of the Board.
6. In the event that a member resigns or is removed, a replacement elected or appointed by the appropriate appointing body shall fulfill the remainder of the term.

SECTION 3: ELIGIBILITY

1. Student Voting members must:
    a. Be a registered student at Western Michigan University, and
    b. Be enrolled in at least one credit hour during university semester, as defined by the Registrar's Office, and
    c. Maintain a minimum 2.50 Cumulative Grade Point Average (CGPA), or otherwise be in good standing with Western Michigan University throughout the duration of their term, unless written approval is given by the individual's academic advisor.
2. Non-Student Voting members and Non-Voting Members must:
    a. Be an official staff, faculty, or alumnus member at Western Michigan University.

SECTION 4: ELECTION

1. The Chair, Vice Chair, and At-large members must be elected:

a. By a simple majority of the Board, and
b. Before the Final Exam Week of the Spring Semester, as defined by the Registrar's Office.

SECTION 5: APPOINTMENT

1. Non-Student Voting Members and Non-Voting Members must be appointed:
    a. By the appropriate appointing body based on the respective body's operating procedures, and
    b. Before the third week of the Fall Semester, as defined by the Registrar's Office.

SECTION 6: STIPEND

1. The Chair and Vice Chair of the Board shall receive a stipend based on the recommendation of the Board.

ARTICLE III: DUTIES AND RESPONSIBILITIES

SECTION 1: BOARD

CLAUSE 1: EVALUATION OF THE DIRECTOR OF THE STUDENT CENTER

1. The Board shall conduct an evaluation of the performance of the Director of the Student Center and make recommendations to the Vice President of Student Affairs and/or their designee.

CLAUSE 2: HIRING OF THE DIRECTOR OF THE STUDENT CENTER

1. The Board shall participate in hiring the Director of the Student Center by interviewing finalists for the position and making recommendations to the Vice President of Student Affairs and/or their designee.

CLAUSE 3: Budget

1. The Board shall advise the Director of the Student Center on the development of an annual budget for the Student Center.
2. The Vice President of Student Affairs and/or their designee shall not implement the budget for the upcoming fiscal year without the opportunity for review of the proposed annual budget by the Board.
3. During the fiscal year, the Board shall review the budget of the Student Center.

CLAUSE 4: FACILITIES SUPERVISIONS

1. The Board recommends and reviews for compliance with established policies in areas as the following, including but not limited to:
    a. Custodial standards and building maintenance, and
    b. Building security and access, and
    c. Space utilization, and
    d. Energy management and sustainability, and
    e. Capital improvements, and
    f. Equipment purchases and maintenance, and
    g. Building hours and availability of services, and
    h. Physical and Digital Posting guidelines, and
    i. Student Information Services

CLAUSE 5: SERVICES

1. The Board shall advise and make recommendations regarding the operation of such services as are deemed necessary to the student body. These services shall be subject to annual review by the Board. In addition, they shall be staffed primarily by students when feasible.

2. With regard to leases and vendor contracts pertaining to the occupancy of space, the Director shall seek and receive feedback from the Board regarding concepts, suitability, and viability in determining how vacancies are filled. Director shall also seek and receive feedback from the Board regarding current vendor quality, customer service, and general student satisfaction.

SECTION 2: CHAIR

1. The purpose of the Chair is to serve as the liaison between the Board and the Student Center regarding the services and operations.
2. The Board entrusts the Chair with the following responsibilities, including but not limited to:
    a. Maintain the integrity of the Board, and
    b. Communicate with the Director of the Student Center regarding all services and operations of the Student Center, and
    c. Onboard new members of the Board and inform them of the purpose of the Board and their respective responsibilities, and
    d. Delegate responsibilities to Board members, and
    e. Notify Board member(s) when negligent in performing their duties, and
    f. Lead an annual review of the Student Center Charter, and
    g. Prepare and preside over all Board meetings, and

   h. Vote in case of a tie.
3. The Chair and Vice Chair shall take actions or provide advice on behalf of the Board during academic breaks, after attempting to contact all voting Board members and the Director of the Student Center; these actions shall be reported to the Board at the next meeting.
4. The Chair shall hold no other position within the Board or represent any constituency.

SECTION 3: VICE CHAIR

1. The purpose of the Vice Chair is to assist the Chair as the liaison between the Board and the Student Center regarding the services and operations.
2. The Board entrust the Vice Chair with the following responsibilities, including but not limited to:
   a. Maintain the integrity of the Board, and
   b. Serve as the Acting-Chair and absorb all of the Chair's responsibilities, as laid out in Section 2, in the absence of the Chair, and
   c. Record meeting minutes during meetings, and
   d. Coordinate all ad-hoc committee meetings and designate meeting times.
3. The Vice Chair shall hold no other position within the Board or represent any constituency.

SECTION 4: VOTING MEMBERS

1. The purpose of the voting members is to represent the interests of their respective constituencies and generally the general student body.
2. The Board entrusts Voting Members with the following responsibilities, including but not limited to:
   a. Maintain the integrity of the Board, and
   b. Attend and actively engage in Board meetings.

SECTION 5: DIRECTOR OF THE STUDENT CENTER

1. The purpose of the Director of the Student Center is to serve as the Chief Staff Advisor to the Board and the Chief Executive Officer of the Student Center and responsible for its day-to-day operations.
2. The Board entrusts the Director of the Student Center with the following responsibilities, including but not limited to:

a. Update the Board about the Student Center at each meeting and work closely with the Chair, Vice Chair, and the Board, and
b. Act in accordance with this charter, policies recommended by the Board and approved by the Vice President of Student Affairs, and University Policies and Procedures, and
c. Be responsible for all aspects of personnel administration of the staff, such as appointment and supervision, in accordance with University policies and procedures.

SECTION 6: LIAISON REPRESENTATIVE APPOINTED BY THE DIVISION OF STUDENT AFFAIRS

The purpose of the liaison representative is to provide updates to the Board from the Division of Student Affairs and the University's Senior Leadership.

ARTICLE IV: OPERATING PROCEDURES

SECTION 1: MEETINGS

1. The Board shall meet regularly during the academic year.
2. The Board shall determine the meeting date, time, and venue by a simple majority of vote of the Board.
3. The Chair may call an emergency meeting with at least forty-eight hours of notice to all Board members.
4. Meetings shall be categorized as the following:
    a. Formal Meeting
        i. Formal meetings shall be open to the campus community.
        ii. Formal meetings are when official votes may occur.
    b. Informal Meeting
        i. Informal meetings shall only be open to Board members and those persons not prohibited by the University's Policies and Procedures, and who are approved by a simple majority of the Board.
        ii. Formal meetings are when official votes may occur.

SECTION 2: QUORUM

1. No meeting shall be conducted without quorum.
2. Quorum shall consist of a simple majority of voting members, with at least half being voting student members.

3. Chair or Vice Chair must be present.
4. The Director of the Student Center must be present.

SECTION 3: AGENDA

1. The Agenda shall consist of:
    a. Call to order
    b. Roll Call
    c. Acceptance of the Agenda
    d. Approval of the Minutes
    e. Remarks by the Chair
    f. Remarks by the Director of the Student Center
    g. Remarks by the liaison representative appointed by the Division of Student Affairs
    h. Updates by Board members
    i. Public Comments Regarding Action Items
    j. Action Items
    k. General Public Comments
    l. Adjournment

SECTION 4: VOTING AND MOTIONS

Board members shall be allowed to make and second motions.

SECTION 5: CONFLICT OF INTEREST

In the event that a Board member will directly benefit or personally gain from an action of the Board, that member must abstain from participating in any discussion or actions on that matter, including but not limited to, voting, due to their conflict of interest.

SECTION 6: REMOVAL PROCEDURES

1. The Chair shall notify the Board if a Board member has more than two unexcused absences in a row or three per semester or is negligent in performing their duties.
2. The appropriate constituency is responsible for identifying a replacement within two weeks of vacancy when their representative is removed or resigned.

3. The Chair may be removed, for appropriate and necessary reasons, by a three fourths majority of the Board.
4. The Vice Chair may be removed, for appropriate and necessary reasons, by a three fourths majority of the Board.

ARTICLE V: COMMITTEES OF THE BOARD

1. The Board shall establish ad-hoc committees for specific tasks or businesses as the Board deems appropriate and necessary, with a simple majority vote by the Board.
2. The ad-hoc committees shall have no other authority than that conferred on them by the Board, shall exercise no final authority, and shall have no power to act on behalf or in place of the Board.
3. The chairs of the ad-hoc committees shall be appointed by the Chair of the Board.
4. The ad-hoc committees' procedures for meetings shall be in accordance with directives of the Board.

ARTICLE VI: AMENDMENTS TO THE CHARTER

Amendments to this charter must be accepted by two-thirds (2/3) vote at two consecutive meetings of the Board and submitted, for approval, to the Vice President of Student Affairs.

ARTICLE VII: BYLAWS

1. Bylaws may be adopted by the Board to supplement this Charter.
2. Bylaws to this Charter must be accepted by a two-thirds (2/3) vote of the Board.
3. Bylaws must comply with the University's Policies and Procedures and with the provisions of this Charter. This Charter shall take precedence in case of a conflict between this Charter and the bylaws.