

**BYLAWS FOR THE  
MEMORIAL UNION STUDENT ADVISORY BOARD  
OREGON STATE UNIVERSITY**

**ARTICLE I: NAME**

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This board shall be known as the Memorial Union Student Advisory Board of Oregon State University.

**ARTICLE II: PURPOSE**

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The Memorial Union Student Advisory Board shall serve the following purposes for the benefit of students, faculty, staff and guests of Oregon State University:

1. Providing a center for social, cultural, recreational programs and services;
2. Provide opportunities for experience in social responsibility and leadership;
3. Supplement university instruction by developing high ideals of university spirit, citizenship and private life;
4. Strengthen bonds of friendship among all members of the university community and;
5. Sustain the memories of those students and alumni who gave their lives in the service of their country during its great conflicts in the struggle for freedom.

In addition to...

1. Review and make recommendations regarding proposed increases in the annual budget of the Memorial Union;
2. Recommend the student fee amount required to support the Memorial Union 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 (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, faculty and staff;
5. Serve as a sounding board for the leadership of the unit;
6. Serve as a liaison between the ASOSU, SFC and unit.

### **ARTICLE III: THE MISSION OF THE MEMORIAL UNION STUDENT ADVISORY BOARD**

The Memorial Union Student Advisory Board is responsible for challenging and supporting the MU Organization for formulating long range vision, establishing and maintaining inclusive dialogue with campus organizations and community, ensuring fiscal responsibility, anticipating future needs, and identifying strategies sufficient to realize these plans.

### **ARTICLE III: BOARD MEMBERSHIP**

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#### **Section A: Eligibility**

1. All students currently enrolled at OSU that are paying student fees are eligible for nomination and appointment to the Memorial Union 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 Memorial Union Student Advisory Board shall be selected and appointed through an application and recommendation processes.
  - a. The Student Advisory Board is comprised of 13 voting student seats, and 5 voting faculty/staff positions.
  - b. Voting members of the Student Advisory Board will be selected by application process.
  - c. The selection process must be completed by May 1st and submit recommendations for those appointed to the current Student Advisory Board for approval at the next regularly scheduled meeting.
  - d. The newly appointed Student Advisory Board will formally take office on June 1st at 12:00pm and conclude on June 1st at 11:59am 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 the incoming Memorial Union Student Advisory Board.
  - g. Any faculty/staff vacancy shall be filled by the Unit Director(s), the Budget Manager, or their designee.

2. The Memorial Union Student Advisory Board shall have 13 student members, each will serve a single academic year appointment:
  - a. The Memorial Union President/Student Advisory Board Chair
  - b. 3 Unit Representatives from the Memorial Union Organization:
    - i. Memorial Union Guest Services (MUGS)
    - ii. Memorial Union Building Services (MUBS)
    - iii. Memorial Union Retail Food Services (MURFS)
  - c. A representative appointed by the ASOSU
  - d. A representative appointed by Diversity & Cultural Engagement (DCE)
  - e. A representative appointed by the Residence Hall Association (RHA)
  - f. A representative appointed by the Graduate Student Success Center (GSSC)
  - g. A representative appointed by Center for Fraternity & Sorority Life (CFSL)
  - h. A representative appointed by Student Leadership & Involvement (SLI)
  - i. A representative appointed by Orange Media Network (OMN)
  - j. Two Members at Large
3. The Student Advisory Board shall have 3 faculty/staff members appointed by the Budget Manager serving a 2 year academic year appointment.
  - a. A representative from the OSU Faculty Senate
  - b. A representative from the Memorial Union Organization
  - c. A representative(s) chosen at the discretion of the Budget Manager
4. The Student Advisory Board shall have the ex-officio members:
  - a. Memorial Union Director of Operations
  - b. Memorial Union Director of Facilities
  - c. Memorial Union Director of Food Service & Marketing

All student members of the Memorial Union Student Advisory Board 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 the Memorial Union services and programs, and a variety of differing identities. The Memorial Union will not solely rely on other units or the ASOSU for the selection of our Board Members.

### **Section C: Types of Members**

1. All students serving on the Memorial Union Student Advisory Board shall be considered active members with full voting rights, with the exception of any conflicts of interest.
2. Faculty/Staff members on the Student Advisory Board will be considered active members with full voting rights, with the exception of any conflicts of interest.

Faculty & Staff can only make up maximum  $\frac{1}{3}$  of the total board, have full participatory rights *except* for voting on the Student Fee Committee (SFC) budget recommendations.

#### **Section D: Methods of Revoking Membership**

1. The Memorial Union Student Advisory Board shall review the status of any member with two consecutive unexcused absences. Membership shall be revoked upon  $\frac{2}{3}$  vote of the Student Advisory Board at any scheduled meeting constituting a quorum.

### **ARTICLE IV: BOARD OFFICERS**

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#### **Section A: Listing of Officers**

1. The officers of the Memorial Union Student Advisory Board shall be:
  - a. The Memorial Union Student President / Advisory Board Chair
  - b. The Memorial Union Student Advisory Board Vice Chair
  - c. The Memorial Union Student Fee Committee Liaison

#### **Section B: Powers and Duties of Officers**

1. The Memorial Union Student Advisory Board Chair shall have the following responsibilities:
  - 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. Membership of the MU Organization Leadership Team
  - d. Act as a formal liaison with other Student Advisory Boards within Student Affairs
  - e. In consultation with the Student Advisory Board officers and advisor, prepare the agenda for each regularly scheduled meeting
  - f. Shall assist with the SFC presentations
  - g. Provide a full summary of the years events in the MU's Annual Report.
  - h. Additional Powers and Duties of this Office shall be outlined in the official Position Description of the MU Student Advisory Board Chair.
2. The Memorial Union Student Advisory Board Vice Chair shall have the following responsibilities:
  - 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 the Memorial Union staff
  - c. Shall assist with the SFC presentation
  - d. Initiate special projects on behalf of the Student Advisory Board

3. The Memorial Union Student Advisory Board Student Fee Committee Liaison shall have the following responsibilities:
  - 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 Memorial Union Student Advisory Board
  - c. Shall attend all SFC and Student Advisory Board meetings

### **Section C: Appointment & Elections**

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 fee-paying students
  - c. The Student Fee Committee Liaison 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 cumulative GPA
      2. They must be enrolled for at least 5 credits
      3. They must be in good standing with the university
2. Application/Nominating Procedure
  - a. Memorial Union Student Student Advisory Board Chair
    - i. The Student Advisory Board Chair shall be a student of Oregon State University who shall be selected by a committee of Board Members that is chaired by the outgoing Student Advisory Board Chair. The program responsibility of the MU Board Chair shall begin on May 16th and expire June 15th the following year.
    - ii. The Selection process shall begin during Winter Term each year following a campus-wide recruitment of candidates.
    - iii. Selection committee shall consist of 4 members of the MU Advisory Board, and the ASOSU Delegate.
    - iv. The Chair of the Selection Committee shall be the incumbent president, who will serve as an ex-officio non-voting member.
    - v. The committee will make a Recommendation of Appointment to the Director(s) of the Memorial Union.

- vi. In the case of dereliction of duties or inappropriate conduct, a conduct review shall occur. The conduct review committee shall consist of 4 student members of the Student Advisory Board and an ASOSU Delegate. A chair for this committee will be selected from among the members.
    - vii. In the case that the Student Advisory Board Chair is unable to fulfill their duties, an Interim Chair of the Student Advisory Board shall be named from current membership and the selection process described above will be utilized to select a replacement.
  - b. Memorial Union Student Advisory Board Vice Chair
    - i. Candidates may be self-nominated or nominated from the floor.
  - c. Memorial Union Student Advisory Board SFC Liaison
    - i. Candidates may be self-nominated or nominated from the floor.
    - ii. Candidates may also be recruited from outside of the board, so long as they commit to serving on the Student Advisory Board.
    - iii. As an official ASOSU position, the SFC Liaison candidate must also be eligible for employment at Oregon State.
- 3. Election of:
  - a. The Memorial Union Student Advisory Board Chair shall be done by nomination of a Selection Committee to the Memorial Union Director(s), which will then confirm the nomination and appoint a new Student Advisory Board Chair.
  - b. The Memorial Union Student Advisory Board Vice Chair shall be done by secret ballot and will be decided by simple majority.
  - c. The Memorial Union Student Advisory Board SFC Liaison shall be done by nomination of the MU Student Advisory Board Chair and Director(s) and confirmation by the ASOSU Senate committee.
- 4. Term of Office
  - a. An officer shall serve a one-year term.
  - b. Election of the MU Student Advisory Board Chair shall occur before May 1st and no later than May 15th.
  - c. Election of the MU Student Advisory Board Vice Chair shall occur 6 weeks into the summer and no later than 3 weeks prior to the beginning of the new academic year.
  - d. Selection of the SFC Member will be 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 Memorial Union Student Advisory Board.

## **ARTICLE V: ORGANIZATIONAL STRUCTURE**

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### **Section A: Director(s) of the Memorial Union Organization**

1. The Memorial Union Director(s) shall administer the facilities, business operations, personnel and programs of the Memorial Union
2. The Director(s) shall guide and coordinate student and staff efforts to effectively realize the role of the Union, in relationship to the total educational enterprise of the University.
3. The Director(s) shall serve on University committees and in such other administrative capacities as may be assigned by the Associate Vice Provost for Student Affairs of the University.

### **Section B: Executive Committee and Duties**

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

### **Section C: Other Committees and Duties**

1. Memorial Union Policy and Facility Committee
  - a. The Memorial Union Student Advisory Board shall review and approve MU Policy and Facility space use and assignment issues. The MU Student Advisory Board Chair shall serve as the Chairperson.
2. Memorial Union Budget Presentation Committee
  - a. The Memorial Union Student Advisory Board shall review and approve an annual MU Budget. The Memorial Union SFC Liaison shall serve as the Chairperson.
3. Unspecified Sub-Committees
  - a. The Memorial Union Student Advisory Board shall have an unspecified number of sub-committees working throughout the length of each term. The sub-committees will be defined at the start of the year, with emphasis placed on those which will represent priorities expressed in the mission statement.
    - i. Each sub-committee will be comprised of people from various areas on campus and in the greater Corvallis community, as deemed appropriate by the Student Advisory Board.

## **ARTICLE VI: EX-OFFICIO AND ADVISOR**

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### **Section A: The Advisor**

1. The Advisor of the Memorial Union Student Advisory Board shall be the Director of Operations.
2. The Advisor of the Memorial Union Student Advisory Board shall also take the responsibility of documenting Student Advisory Board meetings in whatever way they see fit.

### **Section B: Ex-Officio(s)**

1. The Ex-Officio(s) of the Memorial Union Student Advisory Board shall be the Director of Facilities and the Director of Food Service & Marketing.

## **ARTICLE VII: RULES OF PROCEDURE**

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### **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 office or advisor for the following reason(s): medical/family emergency, academic priority, university event, or out of town travel. The Student Advisory Board shall review all other responses.

### **Section B: Frequency of Meetings**

1. Meetings shall be held every week or every other week as determined by the Executive Committee during the academic year.
2. Additional meetings shall be scheduled as needed to make recommendations for other processes, including the student fee setting process.
3. Any member of the Executive Committee or a group of 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 and fifty (50) percent of the 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 the Student Advisory Board Advisor, who acts as a unit support staff, and distributed for approval by the Student Advisory Board.
2. Minutes are to be forwarded to the 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  $\frac{2}{3}$  majority vote of the Student Advisory Board.
2. The Opinion of the Board must be documented in a written "Statement of Decision" and approved by a vote of the Board.

## **ARTICLE VIII: AMENDMENTS**

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The Memorial Union Student Advisory Board Bylaws shall go into effect thirty (30) days after being adopted and posted, unless expressly disapproved by a majority of the board members of the Memorial Union Student Advisory Board. Voting shall thereon take place within that thirty (30) day period at a meeting called by those members.

### *Previous Effective Dates of Bylaws:*

*May 15, 1973*

*May 22, 1979*

*June 2, 1988*

*June 1, 1993*

*May 27, 1998*

*June 1, 2000*

*November 28, 2007*

*June 4, 2008*

*August 10, 2010*

*November 8, 2010*

*May 31, 2011*

*March 9, 2012*

*May 25, 2012*

*June 1, 2012*

*December 2016*

*October 20, 2017*

**ESTABLISHED JUNE 1, 1928**

## **HISTORY OF THE MEMORIAL UNION STUDENT ADVISORY BOARD**

The Memorial Union was originally established prior to the construction of the Memorial Union Building. It had both a Board of Directors and a Board of Governors. It was constituted as a private, non-profit incorporated entity under the laws of the State of Oregon. It operated under that authority until 1964, when it resolved that the original purpose of the charter had been accomplished - to establish a Memorial Union building as a campus center and a lasting memorial to the deceased of World Wars I and II, in addition to the Spanish-American War - it was no longer necessary to carry on the corporation as a separate entity from the University. A special meeting was called to transfer all property to the State Board of Higher Education. It was further resolved to restructure the present Board of Governors and Directors into a new Board of Directors to serve as an advisor to the Director of the Memorial Union and President of the University. The resolution passed and the transfer of property to the State became effective July 1, 1965. The effect of these actions made the Memorial Union a department of Oregon State University directly responsible to the administrative office of the institution and through them, to the State Board of Higher Education.

The Board of Directors, as revised in 1965, operated with little change until the revisions proposed in 1998 - through this document, which include a revised structure, purpose statement, board membership and ex-officio status to the three Directors (Memorial Union, Student Leadership and Involvement, and Student Media). Amendment of the By-Laws in June of 2000 conferred the Chairperson role to the Vice-President of the MU, based upon recommendations from the Memorial Union Program Council.

During the Spring term of 2015, the reporting structure of Student Affairs changed, prompting the Directors of Student Leadership & Involvement and Orange Media Network to no longer be supervised through the Memorial Union Executive Director, resulting in the Memorial Union Program Council to be renamed as the Oregon State University Program Council which would be housed under Student Leadership & Involvement, which moved out of the Memorial Union and into the newly constructed Student Experience Center (along with Orange Media Network). During June of 2015, Michael Henthorne, Executive Director of the Memorial Union who served the Union for 29 years, and the fourth Director of the Union, retired. The Memorial Union underwent a restructuring and the Organization, along with the Board, under the direction of the Associate Vice Provost of Student Affairs, is now led and advised by the Associate Director of Operations, Assistant Director of Facilities and Assistant Director of Food Services and Marketing.