San Francisco State University (SF State)
Campus Recreation Student Advisory Board (CRSAB)

BY-LAWS 2010

The Campus Recreation Student Advisory Board (CRSAB) is a student led group committed to addressing recreation and wellness issues on the campus of San Francisco State University. CRSAB will serve as a liaison between the student body and the Campus Recreation Department by overseeing, reviewing and recommending how the department’s Instructional Related Activity (IRA) fee is being delegated towards recreational programming. Embracing the diversity of San Francisco State University, the student advisory board is empowered by the strength it receives from Associated Students Inc., student organizations, employees of Campus Recreation, and program participants. While serving on the board, members are charged with fulfilling the department’s mission statement, making substantive recommendations that promote positive change and acting in the best interest of all community members of San Francisco State University.

I. Board and Committee Membership

Campus Recreation Student Advisory Board Membership

1. One student appointed by ASI board to be Chaired*
2. Two student representatives from the Kinesiology Student Association with one being an alternate**
3. Two student representatives from the Recreation, Parks & Tourism Organization with one being an alternate**
4. Two student representatives from the Student Health Advisory Committee with one being an alternate**
5. Two student representatives from the Resident Hall Association with one being an alternate**
6. Two student representatives from the Greek Fraternity & Sorority Council with one being an alternate**
7. Two student representatives from the Sport Club Council with one being an alternate**
8. Two student employee representatives from Campus Recreation with one being an alternate**
9. Two student representatives from the Holistic Health Network with one being an alternate**
10. Two At-Large candidates representing program participants of Campus Recreation***
11. One Administrative representative from Campus Recreation^

Memberships is contingent upon verification of each board member being a registered student, faculty or staff at San Francisco State University, in good standing in accordance with University policy and meet the qualification standards set by their feeder organization. As an integral part of membership, representatives must act in the best interest of the SF State community when gathering information, expressing concerns/ideas and recommending actions for the Campus

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Recreation Department while reporting back any important information discussed to their respective organizations or constituents in a timely manner. Failure to comply with any of the membership policies could result in disciplinary action.

*The ASI student representative will Chair the Campus Recreation Student Advisory Board for a minimum of one year.

**Feeder organizations will designate two representatives to be on the Campus Recreation Student Advisory Board based on their own internal criteria. Representatives will serve for a minimum of one year on the board. (Voting member)

***Two At-Large representatives will be eligible for participation on the Campus Recreation Student Advisory Board if they are involved in recreational programming sponsored by Campus Recreation during the previous 6 months and are not associated with any of the represented feeder organizations. At-Large representatives will be chosen from a pool of candidates that write a letter of intent expressing their desire and qualifications to serve on the Campus Recreation Student Advisory Board. The Chairperson with the aid of a Campus Recreation administrator will select the best candidates to recommend to CRSAB for final approval. Members will serve for a minimum of one year. (Voting Member)

^A Campus Recreation administrative representative will be a nonvoting member of the Campus Recreation Student Advisory Board.

**Committee Membership**

1. A CRSAB member will Chair meetings.
2. Committees will be comprised of at least 3 board members and will not exceed more than 7 total members.
3. All committee members will be approved by the board.
4. One Campus Recreation administrative representative will serve on each committee as a nonvoting member.

**II. Attendance Policy & Officer Responsibilities**

**Attendance Policy**

If a member fails to fulfill his/her duties or eligibility requirements for CRSAB, they may be subject to disciplinary action.

1. Attendance
   a. Attendance is mandatory to all CRSAB meetings and is to be recorded by the Corporate Secretary and notated on the member sign-in sheet.
   b. Excused absences
i. A member must notify the CRSAB Chairperson or Campus Recreation administrative representative of any planned absences by writing a letter or sending an e-mail in advance of the intended meeting.

c. Unexcused absences
   i. Absences will be deemed unexcused when proper notification has not been received prior to a meeting or event. Two or more unexcused absences, when both members of a feeder organization are not present, will qualify for disciplinary actions which may include loss of voting member status or revocation of the feeder organization on the advisory board.

2. Membership Resignation from CRSAB
   a. A CRSAB member may resign from his/her position by submitting a letter of resignation to the CRSAB Chairperson or Campus Recreation administrative representative. No vote is required.

3. Resignation from Officer Position
   a. An officer may resign from his/her position by submitting a letter of resignation to CRSAB Chairperson or Campus Recreation administrative representative.

4. Forced Resignation of Officer Position
   a. A two-thirds majority vote of CRSAB members must occur to force the resignation of an officer from his or her position.

Officer Responsibilities

Chairperson
1. Represent the CRSAB or delegates representation of the board in official dealings with persons and organizations within and outside of the campus community.
2. Preside over CRSAB meetings.
3. Set final CRSAB meeting agendas.
4. Coordinates the creation of subcommittees.
5. Oversees progress and sustainability of sub-committees throughout the term.
6. Votes only in the event of a tie. The Chair’s vote will be the tie breaking vote.

Vice Chair
1. Shall be an elected position through the CRSAB.
2. Will serve as Chairperson of CRSAB in the absence of the Chair.
3. Solicits items for the agenda for the following meeting and proposes a preliminary agenda that is distributed to all members prior to the meetings.

Corporate Secretary
1. Shall be an elected position through the CRSAB.
2. Records accurate minutes of the meetings to be typed and distributed to all members.
3. Distributes minutes to all members at least one week prior to the next board meeting.
4. Maintains a current roster of all members.
5. Keeps records of all documentation not kept by the Chairperson or Vice-Chair.
Sub Committee Chair
1. Shall be an elected position through the CRSAB.
2. Represents CRSAB in informal dealings with persons and organizations within and outside the campus community.
3. Carries out/oversees the execution of all programs falling under his/her sub-committee including all duties such a responsibility might entail.
4. Represents his/her sub-committee during CRSAB meetings.
5. Holds meetings and delegates responsibilities as needed.

III. Board and Committee Responsibilities

Campus Recreation Student Advisory Board

1. To act as a student led advisory board for the Campus Recreation Department (Campus Rec.)
2. Review information presented by the three committees; Programming, Administrative Oversight and Recreation and Wellness Center, and recommend a course of action for Campus Recreation programming.
3. To assist in formulating and developing new programs/services to meet campus community needs.
4. To act as the liaison between students and Campus Recreation administrators.
5. Formulate and develop unique perspectives to further support and enhance recreational activities at San Francisco State University.

Programming & Assessment Committee

1. Initiating, planning and developing programming ideas, supplemented by marketing strategies, to be used by the department to keep programs relevant to the campus community.
2. Create, disseminate and review surveys given to the campus community and program participants.
3. Acts as an advisory committee to the Coordinator of Intramurals & Sport Clubs when policy infractions are imposed upon an individual or team participating within the intramural or sport club programs.
4. Accepts and carries out other duties as assigned by CRSAB.

Administrative Oversight Committee

1. Reviews annual programming budget.
2. Reviews university policy that impacts the Campus Recreation programming.
3. Reviews and recommends rules and policies regarding all programming areas including intramurals, sport clubs, informal recreation, aquatics and group fitness.
4. Provide an opportunity for recreational program issues to be heard and documented.
5. Accepts and carries out other duties as assigned by CRSAB.
Recreation and Wellness Center Committee

1. Actively gathers, disseminates and reports information regarding issues concerning the planning, design and operations of the Recreation and Wellness Center.

2. Be a member of the Recreation & Wellness Center Planning Design Group (RWPDG) and the Recreation and Wellness Board (RWB).
   a. As a part of RWPDG members will be charged with overseeing the planning and design process, through working drawings, for the construction of the new Recreation & Wellness Center.
   b. The RWPDG will request and receive from the architects’ updated construction cost estimates at each phase in the design process.
   c. Review and assess the impact of any increase or decrease in project to cost prior to moving to the subsequent phase.

3. Accepts and carries out other duties as assigned by CRSAB.

IV. Governance

Board Meeting Protocol

1. CRSAB shall meet once a month during the academic year.
2. Meetings are chaired by CRSAB Chairperson.
3. The time of meetings will be determined by voting quorum at the first meeting of each semester.
4. Meetings during the summer are optional.
5. Board meeting will be open to the SF State community members unless otherwise expressed.
6. Meeting will be governed by Robert’s Rules of Order.

Voting
1. General Rules
   a. Only voting members are permitted to vote.
   b. Votes are non-transferable, thus proxies are not permitted.
   c. Voting takes place through a yes or no verbal confirmation.

2. Elections
   a. Elections are determined by simple majority of CRSAB members. If necessary, a run-off will determine the winner. This two-thirds quorum will be known as a “voting quorum.”
   b. CRSAB members will hold office for one year.
   c. CRSAB officers will hold office for one year.
3. Other

   a. For all other votes, quorum is defined as one half of the voting membership present.
   b. A four-fifths majority vote of the voting membership is required for approval of a by-laws amendment. All other votes require a simple majority.

V. Rules of Amendment

The Campus Recreation Student Advisory Board may adopt by-laws as deemed necessary. The by-laws must not, however, conflict with the provisions of this Constitution.

A. Any voting member or Officer may propose by written and signed request an amendment to these by-laws as deemed necessary or desirable.
B. The proposed amendment must be thoroughly reviewed by CRSAB for at least one week and discussed before voting may occur.
C. A four-fifths majority of the voting members is required for approval of the amendment.

Re-ratified ____________________________ (Date)

Officer ________________________________ (Name)
(Title)

Officer ________________________________ (Name)
(Title)