

ADVISORY BOARD OF RETAIL SERVICES

BYLAWS

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I. INTRODUCTION

The bylaws of the Advisory Board (Board) of Retail Services (Retail) of the University of Colorado Colorado Springs (UCCS) serve as the governing documents on the purpose, responsibilities, and authority of the Board.

II. STATEMENT OF PURPOSE

The purpose of the Retail Services Advisory Board is to enhance the role of Retail Services as UCCS's source for course materials and supplies, merchandise, copy and printing, and sundry items. It serves to endorse Retail as a "convenience amenity" for all members of the UCCS community (students, faculty, staff, alumni, and guests of UCCS). It will be the responsibility of the Board to continually review and provide feedback on existing operating protocols and proposed new standards and policies to the UCCS administration to better enhance the mission of Retail.

It is also the purpose of this Board to provide a student development opportunity for students and allow for meaningful involvement and engagement in university matters, in particular those related to the operation of Retail. In addition, involvement on this Committee also facilitates faculty, staff, and alumni to play a meaningful role in the operation of Retail.

The Board will support the development of long-range goals and short-term objectives by the Director of Retail Services, which will help to provide the operational framework of Retail in accordance with the mission of UCCS and the Laws of the Board of Regents. The Board will review and recommend the allocations of resources and the implementation of new services, programs, or activities it advises necessary to achieve the goals and objectives of Retail.

The mission of Retail Services is:

To provide a convenient and efficient source for retail services related to campus life for students, faculty, staff, alumni, and visitors that makes a significant contribution toward the intellectual and service needs of the University community.

The vision of Retail Services is:

To operate in a transparent manner, be an integrated component of campus life, and grow and connect with the campus community. We will serve as a professional development resource for students and staff by providing an opportunity for practical hands-on learning.

III. GOVERNANCE

A. Membership

The Board will be composed of ten (10) voting members and a variable number of ex-officio members. All terms will be renewable, given that they are re-ratified by memberships established bodies.

Voting Members

Students. There will be five (5) student members. One (1) will be appointed by UCCS Student Government Association (SGA). One (1) will be appointed by the Residence Hall Association (RHA). Two (2) will be appointed by the incumbent Committee as at large students of which one (1) should be a commuting (non-residential) student. One (1) will be appointed by the division's Vice Chancellor or His/Her/Their/their designee. This appointee will be appointed from a pool of student employees who work in areas related to the department the Board advises but is not a department proper employee. Terms for all student appointments will be for two years.

Eligibility of student members. Any registered, fee paying student is eligible for application of membership to the Board.

Should the Board at any time feel that a member or members have undertaken actions inappropriate to a member of the Board, he/she may be censured or impeached by a vote of two-thirds of the voting membership of the Board.

In the event of an absence, voting members of the Board may appoint a non-Retail employed Ex-officio Member of the Committee to cast their vote by proxy. The Chair must be notified of the appointment prior to the Call to Order of the meeting.

At-Large Non-Student Representatives. There will be five, two (2) staff, (2) faculty, and one (1) community or alumnus voting members appointed by the Board for two-year terms. Staff members must be

confirmed by the UCCS Staff Association; faculty members must be confirmed by the UCCS Faculty Assembly and community or alumni members must be confirmed by the Vice Chancellor or His/Her/Their designee. There are no term limitations on At-Large Non- Student Representatives and they may be re-elected to multiple two-year terms.

If any position cannot be filled by the appropriate designated representative, the Retail Board can substitute another classification of voting member in an effort to ensure a complete Board.

The membership structure is intended to recognize that the membership of the Board should reflect the diverse nature of the student body and campus community.

In an effort to reach a variety of students, advertising for Board vacancies will be done through applicable current and social media outlets.

Non-Voting Members

There may be ex-officio (by virtue of or because of an office) members of the Board including:

The Director of Retail Services will be a permanent ex-officio member and will serve as advisor to the Board.

The Director of Retail Services, or by vote of the members of the Board, may appoint additional advisors who would become ex-officio members of the Board.

There will be one staff member appointed to the Board from the Student Life department.

Other ex-officio members may be chosen by a majority vote of the voting members of the Board. Process for becoming an ex-officio member will be by written request by application to the Board.

Ex-officio members (non-retail proper employees) can vote as proxies.

B. Officers

1. Chairperson

- a. Eligibility, Election, Term. The presiding officer of the Board is the Chairperson. He/She/They will be a voting student member of the Board and will serve a one-year term commencing in January (and serving through May). The Chairperson must be ratified by the division's Vice Chancellor or His/Her/Their designee. The Chairperson must be a voting member for one semester before becoming Chairperson (with the exception of the inaugural semester the Board is formed).

- b. The Chairperson sits at the pleasure of the Board and can be censured or impeached by a vote of two-thirds of the total voting membership of the Board.
- c. In the case where a qualified student is not available and there is not quorum, the Bylaws will be temporarily suspended so that members of the Board may appoint a qualified staff or faculty voting member to serve as Chairperson until such time as a qualified student can be identified. This process and the decision must be approved by the division's Vice Chancellor or His/Her/Their designee.
- d. The Chairperson cannot serve for more than two consecutive one-year terms as Chair, excluding their term as a regular student-voting member, serving a maximum of three years on the Board.
- e. The Chairperson will chair meetings, handle all routine correspondence, keep the Board informed of all pertinent information regarding Retail Services, appoint members to committees, and represent the Retail Board before all formal and informal gatherings regarding Retail Board matters.

2. Vice Chairperson

- a. Eligibility, Election, Term. The Vice Chairperson will be any voting member of the Board. He/She/They will serve a one-year term, commencing in January (and serving through May), or at the pleasure of the Board.
- b. Duties. The Vice Chairperson will preside and otherwise serve as Chairperson in the event of the Chairperson's temporary absence or incapacity or until a new Chairperson can be elected by the Board.
- c. The Vice Chairperson will coordinate the educational and training process for new members.
- d. The Vice Chairperson will coordinate Board retreats.
- e. The Vice Chairperson will chair at least one (1) committee.

3. Recording Secretary

- a. There will be a person to keep minutes and perform other secretarial duties as assigned by the Board.
- b. The Board secretary may be a voting member or a non-voting member. The Secretary will serve a one (1) year term and may be reelected to subsequent terms.
- c. The Recording Secretary will schedule regular meetings of the Board, call special meetings, and prepare the agenda.
- d. The Recording Secretary will send to the Board membership both minutes from the previous meeting and the agenda for the upcoming Board Meeting at least 24 hours before the next Board Meeting.

C. General Conduct and Policies of the Board

1. Frequency of Meetings. The Retail Services Board will meet no less than monthly during the fall and spring semesters, but may meet more often if deemed necessary by the Board. The Board may meet during the summer semester but is not required to.
2. Standing Committees. There will be standing committees of the Board, members of which will be appointed by the Chairperson. Members will include voting members of the

Board and may include ex-officio members, members of the Retail Services staff, and other interested individuals. There will be a committee Chairperson appointed by the Board Chairperson. The Chair of the committee will report

to the Board. Every voting member must sign up to be part of a standing committee. Ad hoc committees may be created as deemed necessary, but standing committees include:

- a. Policy and Services Review Committee
 - b. Bylaws Review Committee
 - c. Budget Review Committee
 - d. Programming Review Committee
 - e. Space/Facility Review Committee
 - f. Assessment Review Committee
3. Open to the Public. All meetings of the Board and committees will be open to the public.
- a. The Board may move into executive session to discuss matters of a sensitive nature. A vote of 2/3 majority of the voting members present is necessary to move into and out of executive session. Executive sessions will be used sparingly, are not open to the public and minutes taken during the executive session are not made public.
4. Open Records. All official actions of the Board will be a matter of public record. The Director of Retail Services or His/Her/Their delegate will be responsible for assuring that copies of the minutes of meetings as approved by the Board will be kept on file and distributed to Board members, the division's Vice Chancellor or His/Her/Their designee, and other such offices as may be deemed appropriate by the Chairperson. Board minutes as well as the Board agendas will be posted on the department's website in a timely fashion. In addition, the Chairperson will ensure that copies of pertinent minutes and prior notification of pertinent meetings are sent to the persons and organizations concerned with specific Board actions.
5. Special Meetings. In calling special meetings, the Chairperson is responsible for informing members at least 24 hours in advance. A special meeting is any which convenes at an irregular time and/or on short notice.

6. Quorum. A quorum will consist of a majority of its current voting members and will be the basis for all votes requiring a majority or supermajority.
7. Vacancies. When a current member announces their intention to resign from the Board, the Board will attempt to obtain a new member three weeks prior to the date of resignation. The Board will not be required to fill such vacancy until the Board sees fit to do so, and during the continuance of any vacancy or vacancies, the remaining Board members will possess and exercise all the duties vested in these bylaws. The person appointed to fill such vacancy will serve as a full Board member for the remaining unexpired term of His/Her/Their predecessor.
8. Attendance of Members
 - a. An absence from a meeting will be an excused absence:
 - (1) If the Chairperson or Director of Retail Services are notified of the absence at least one hour in advance of the meeting, or
 - (2) If a letter of intent to continue working on the Board (not to be confused with an excuse) is presented to and accepted by the Board at the following scheduled meeting. Acceptance will be indicated by a simple majority of the Board present at said meeting.
 - b. If any student, voting or non-voting, misses more than two meetings within a semester, a review of their membership will be brought before the Board. This will consist of but not limited to the member stating reasons for their absences. The Retail Advisory Board may also exercise the right to remove said member for attendance infractions or other offenses.
 - c. This removal process does not apply to the faculty, staff or community/alumni members as their removal process is handled administratively by the division's Vice Chancellor or His/Her/Their designee. A request to remove a faculty, staff or community/alumni member will be brought to the division's Vice Chancellor or His/Her/Their designee by the Chairperson of the Board for their consideration.

9. Conflict of Interest. Individuals employed by Retail Services may serve as ex-officio Board members only. Board members will refrain from voting on matters which affect an organization of which they are a member. Upon request, Board members will submit in writing for the public record the organizations in which they are members or in which they participate. Board members will sign a conflict of interest form stating that they will recuse themselves from voting on matters that are a conflict of interest.
10. Equal Opportunity and Affirmative Action. The Board, in accordance with its statement of purpose and with University Policy, will conduct its business and make its appointments in compliance with the intent of equal opportunity and affirmative action guidelines.
 - a. All Board members must complete diversity training as per UCCS policy.
11. Bylaw Changes
 - a. Suspension. A vote of at least two-thirds of the total current voting membership of the Board will be required to set aside these Bylaws or any section thereof in a particular instance.
 - b. Amendments. The Board will make a general review of these Bylaws at least every two years. Any amendment must be made at a regularly scheduled meeting. Notification of proposed changes must precede by at least one week the meeting during which action is taken. Any amendment will require approval of two-thirds of the total voting membership of the Board. Amendments to these Bylaws may be reviewed by the division's Vice Chancellor or His/Her/Their designee at their discretion.
12. Operations Manual. The Board will make a general review of the departmental Operations Manual at least every two years, the revision of which will require a majority vote of the voting membership. Revisions to the Operations Manual must be reviewed by the division's Vice Chancellor or His/Her/Their designee at their discretion.

13. In general, the conduct of Board business will follow Robert's Rules of Order, Revised or at the discretion of the Chairperson, a modified version of Robert's Rules of Order, Revised.

IV. RESPONSIBILITIES OF THE BOARD

- A. The Board will, in cooperation with the Director of Retail Services, review and advise, policies (except in pricing and personnel matters, as long as these areas remain consistent with general policy guidelines) regarding the quality, quantity and nature of Retail services, programs, and activities.
- B. The Board will, in cooperation with the Director of Retail Services, review and advise on the annual budget Retail services, programs, and activities.
- C. The Board will continuously review and advise the policies of Retail as established in these Bylaws and in the Policy Manual and in accordance with the mission of UCCS and the Laws of the Board of Regents.
- D. The Board will review and advise space utilization for Retail within the University Center consistent with university policies.
- E. The Board will continuously and conscientiously seek guidance from the student body, faculty, staff, and the community and recognizing its diverse nature, serve as a conduit for student opinion regarding Retail and its policies and objectives.

V. ACCOUNTABILITY

The Board serves in an advisory capacity and is administratively responsible to the division's Vice Chancellor or His/Her/Their designee and any action of the Board is subject to the division's Vice Chancellor's or His/Her/Their designee's review and approval. The Board will attempt to be responsible to the student population and campus community in an effort to reflect student and campus community needs.