REITZ UNION BOARD OF MANAGERS - OPERATING PROCEDURES

This document states the operating procedures of the Reitz Union Board of Managers. Its purpose is to provide for the orderly and efficient operation of the Board.

1.0 Purpose

1.1 The Board of Managers is a standing committee of the University of Florida appointed annually by the University President or his/her designee. The Board serves in an advisory capacity for the services, programs, and facilities of the J. Wayne Reitz Union (JWRU). The Board of Managers is one of three Presidential committees with a student chair and student voting majority, and evaluates Reitz Union facilities, programs, and services to ensure that JWRU resources are used to their full potential; operational activities are consistent with the JWRU mission and values; the needs of students and the university community are met as effectively as possible; and the JWRU environment is welcoming, vibrant, safe, and functional for students and the broader UF community.

2.0 Membership

2.1 The Board of Managers is comprised of thirteen (13) student members and six (6) faculty/staff members.

2.2 Each member of the Board has one vote.

2.3 Student members

2.3.1 All student members serve a one year term.

2.3.2 One of the student member seats shall be filled by the president of the Reitz Union Board Entertainment (RUB).

The RUB president shall not be eligible to serve as Chair or Vice-Chair of the Board of Managers.
The RUB president will serve as a member of the Marketing and Programs Committee of the Board of Managers.

2.3.3 The minimum qualifications for students to serve on the Board of Managers are: at least a 2.75 Cumulative GPA; not on conduct probation; full time status (12 hours undergraduate, 9 hours graduate).

2.3.4 Student members are selected through an application and interview process outlined in Appendix A.

2.3.5 Students may reapply to serve on the Board for an additional one-year term.

2.3.6 Students may serve a maximum of three years total on the Board.
2.4 Faculty/Staff members

2.4.1 Faculty/Staff members serve a three-year term. Two of the six faculty/staff members are appointed each year.

2.4.2 Faculty/Staff members are appointed by the Provost via nominations.

2.4.3 Faculty/Staff may reapply to serve on the Board.

3.0 Officers

The officers of the Board of Managers are Chairperson and Vice Chairperson. The duties of each are listed below.

3.1 Chairperson - The Chairperson is appointed by the President of the University (or his/her designee) each year. The Chairperson of the Board shall be a student. The Chairperson shall have served on the Board of Managers the previous year. The term of the Chairperson of the Board shall be limited to one year. The duties and responsibilities of the Chairperson are as follows:

3.1.1 To act as the official spokesperson for the Board of Managers.

3.1.2 To call and preside over all meetings of the Board of Managers.

3.1.3 To serve as an ex-officio voting member of all standing committees.

3.1.4 To appoint and replace all committee members and committee Chairpersons at his/her discretion.

3.1.5 To facilitate effective and efficient operations of the Board at his/her discretion provided facilitation methods are not in conflict with the herein operating procedures.

3.2 Vice Chairperson - The Vice Chairperson is elected by and from the members of the Board for a one-year term. The duties and responsibilities of the Vice Chairperson are:

3.2.1 To act as the presiding officer of the Board in the absence of the Board Chairperson.

3.2.2 To serve as the Chairperson of the Marketing and Programs Committee.

4.0 Communications

The JWRU Executive Director's Office is responsible for all communications to members of the Board of Managers, including but not limited to the following. These same communications shall be sent to the Vice President for Student Affairs.
4.1 Announcements of meetings.

4.2 The correct recording of the minutes of all Board meetings. The minutes shall reflect those in attendance, those with excused absences, and those with unexcused absences.

4.3 The codification of all policy decisions of the Board.

4.4 The correct recording of the minutes of all committee meetings. The minutes shall reflect those in attendance, those with excused absences, and those with unexcused absences.

5.0 Regular Meetings

Regular meetings of the Board of Managers shall be held at least twice a month, except in the case of federal holiday or other unforeseen circumstances. The day and time of these meetings shall be set by the Chairperson at the beginning of each semester.

6.0 Procedures at Meetings

All meetings of the Board of Managers shall be conducted under the latest edition of Robert’s Rules of Order. However, the Board may modify the procedures as they see fit.

7.0 Quorum

Quorum for the transaction of business of the Board of Managers and all board committees shall be 50% plus one member.

8.0 Chairing Meeting

If the Chairperson of the Board of Managers is unable to attend a meeting, the Vice Chairperson shall preside in his/her absence. If both the Chairperson and Vice Chairperson are absent, the Chairperson of the Finance Committee, Facilities Committee, Services and Operations Committee, and Marketing and Programs Committee will preside over the meetings in the order indicated.

9.0 Attendance

9.1 In order to ensure the success and productivity of the Reitz Union Board of Managers, full member attendance and participation is required. Each Board member is responsible for attending all Board meetings. Failure to attend meetings will result in sanctions consistent with Board policy.

9.2 Board members shall notify the Chairperson of the Board of the reason for their absence in advance for anticipated absences or immediately following an unanticipated absence.

9.3 A point system shall be used for tracking member absences. Members who are absent from a general meeting shall be assigned an excused or unexcused absence as follows:
9.3.1 The recipient of an Unexcused Absence shall receive a full point. An excused absence shall be minimally defined as: a non-re-occurring academic commitment, official university function, illness, or other reasonable occurrence as determined at the discretion of the Chairperson of the Board of Managers.

9.3.2 The recipient of an Excused Absence shall receive a half point.

9.3.3 Upon accumulation of 2 (two) points within an academic year, a board member shall be placed on attendance probation.

9.3.4 Upon accumulation of 3 (three) points within an academic year (points from excused and unexcused absences), a board member is deemed to have tendered his/her resignation as a member of the Board of Managers. The former member shall be informed in writing of their removal.

9.3.5 If at any point the chair of a sub-committee receives two (2) points within an academic year, that chairperson shall be removed from their chair position.

9.3.5.1 In the event of such a removal, the chair of the board shall appoint a new chair of said sub-committee.

9.3.5.2 The new chair must be in good standing with the Board of Managers and must be a previous member of that sub-committee.

9.3.5.3 The former chair shall retain rights and responsibilities as a member of the sub-committee.

9.4 General Board Faculty/Staff Attendance Policy:

9.4.1 Faculty and Staff may petition the board for extended leave, for instances such as sabbatical and other academic related events.

9.4.2 When not on extended leave, faculty/staff are expected to abide by the attendance policy listed above.

9.5 Committee Meeting Attendance Policy:

9.5.1 It is recognized that the majority of Board direction is established within individual sub-committees. It is therefore necessary to ensure that each committee’s meetings are well established and well attended. It shall be the responsibility of the committee chair to set a format for meeting schedules at the beginning of the Board of Managers’ session. The committee chair will make every effort to set a meeting time that ensures maximum participation by all committee members.

9.5.2 One unexcused absence from committee meetings will result in a one half (1/2) point penalty towards the overall running tally of attendance noted in Section 9.3.
9.5.3 One excused absence from committee meetings will result in a one fourth (1/4) point penalty towards the overall running tally of attendance noted in Section 9.3. Refer to section 9.3.1 for the classification of an excused absence.

9.5.4 The committee chair will be responsible for reporting, in writing, any abuses of attendance to the chair of the board.

9.5.5 An individual committee member may submit a written complaint to the chair of the board regarding attendance issues involving a committee member.

9.5.6 This policy also recognizes the constraints set upon faculty and staff members which are inherent in their daily work schedule that may hinder their participation in the sub-committee. While faculty and staff participation is highly encouraged, committee chairs will take into consideration faculty and staff schedules when assessing attendance.

9.6 At any point, a Board Member may exercise the right to appeal the decisions leading to accumulation of points or subsequent removal. All appeals must be made to the board via the chair and a majority vote shall decide the outcome of the decision. The appealing member forfeits their right to vote on the issue.

10.0 Replacement of Board Members

10.1 In the event a member of the Board resigns or is removed, a replacement will be selected from the list of alternates identified during the regular selection process.

10.1.1 An order of precedence for the Alternates will be ranked by the selection committee during the selection process.

10.1.2 The first alternate will be contacted by the chair of the board and offered the vacant position on the board. The alternate will have up to two days to submit their decision to the chair.

10.1.3 In the event the offer is refused, the second and third alternates will be offered the position in subsequent order.

10.2 In the event none of the alternates is able to serve, an ad hoc Selection Committee shall be formed to select a new member.

10.2.1 The Selection Committee shall consist of at least three student members of the board, including the Chairperson of the Board, the Vice Chair of the Board, and at least one faculty/staff member of the Board.

10.2.2 Applications will be accepted for two weeks following the vacancy and will be due by 5pm on the Friday of the second week.
10.2.3 Application review and interviews will be conducted during the third week following the vacancy with a final recommendation being presented to the full Board at the next scheduled Board meeting.

10.2.4 In the case of a vacancy replacement, the Board will vote on the recommendation; should the recommendation pass, the recommendation will then be forwarded to the President of the Student Body and the Vice President for Student Affairs for approval.

10.2.5 In the event the RUB – Entertainment president resigns or is removed, a replacement will be selected by the RUB – Entertainment Executive Board following their established procedures.

11.0 Standing Committees

11.1 The standing committees of the Board of Managers shall be: Facilities, Finance, Marketing and Programs, and Services and Operations.

11.2 The purpose of all committees is to gather and analyze information on designated topics or issues, develop solutions (including alternatives when appropriate), and present information and/or recommendations to the full board for appropriate action. Each committee shall meet at the discretion of the committee chair to consider its area of responsibility or any matters specifically referred to it. A majority quorum is required for action by a committee.

11.3 General Committee Membership

11.3.1 Members of the Board of Managers shall be appointed to no more than two standing committees by the Chairperson of the Board.

11.3.2 The RUB – Entertainment member shall be appointed to the Marketing and Programs Committee.

11.3.3 All members of subcommittees shall hold full voting rights in that subcommittee.

11.3.4 All members of subcommittees shall be held to attendance standards as detailed in the Board Attendance Policy.

11.3.5 Members of the Board may volunteer to serve on one additional standing committee. In doing so the member shall hold full voting rights in that subcommittee and shall be held to attendance standards as detailed in the Board Attendance Policy.

11.3.6 Members of the Board may attend meetings of standing committees to participate in discussions without voting rights or attendance requirements.
11.4 Committee Chairs

11.4.1 The Chairperson of the Board shall appoint one member as Committee Chair to all committees with the exception of the Marketing and Programs Committee. Subcommittee chair positions are open to all student members of the Board.

11.4.2 Each Committee Chair shall be responsible for the coordination and facilitation of regular meetings of their committees.

11.4.3 Each Committee Chair shall be responsible for providing a committee report of the activities of their committees at all regular board meetings.

11.4.4 Each Committee Chair shall be responsible for appointing a member of the committee to take record of all regular committee meetings.

11.4.5 Each Committee Chair shall be responsible for assembling and submitting an End of Year Report containing:

11.4.5.1 A reflection of committee accomplishments

11.4.5.2 Detailed descriptions of work in progress at the end of the year

11.4.5.3 Directions and recommendations for future committee work

11.4.6 The End of Year Report shall be filed in each Board member’s reference binder.

11.5 Standing Committee Responsibilities and Functions

11.5.1 Facilities Committee – The Facilities Committee shall concern itself with matters pertaining and related to building space allocation, building maintenance and upkeep, sustainability, capital improvements, and long range planning.

11.5.1.1 The Facilities Committee is responsible for implementing the annual process for allocation of space to student organizations. The committee shall review all applications for student organization office, cubicle, and storage space and make recommendations to the Board for space assignments. The Facilities Committee shall assign space per the procedures listed in Appendix B - Procedures for Assignment of Annual and Floating Space.

11.5.2 Finance Committee – The Finance Committee shall concern itself with matters pertaining and related to all matters of finance including the annual budget, user rates, business and retail operations, and food services.

11.5.2.1 Members of the Finance Committee are expected to familiarize themselves as fully as possible with the financial operations of the Reitz Union and to provide needed information on those matters during deliberations of the Board of Managers.
11.5.2.2 The Finance Committee shall review the annual operating budget for the JWRU and recommend action by the full board including any recommended changes.

11.5.2.3 Monthly income and expense summaries are available and should be reviewed by the Finance Committee at the request of the Board of Managers, the Reitz Union Executive Director, or the Chair of the Finance Committee. This information is then summarized and presented to the Board of Managers.

11.5.2.4 The Finance Committee will review income and expense summaries semi-annually. The information will be summarized and presented to the Board of Managers.

11.5.2.5 The financial records of the Reitz Union are subject to periodic audits by representatives of both the university and the State legislature. Results of these audits should be examined by the Finance Committee at the request of the Board of Managers, the Reitz Union Executive Director, or the Chair of the Finance Committee. This information is then to be summarized and presented to the Board of Managers.

11.5.2.6 The Finance Committee will review the basic rates charged by the Reitz Union for use of its facilities on an annual basis. Any recommendations for change will be presented to the Board of Managers for approval.

11.5.3 Marketing and Programs Committee – The Marketing and Programs Committee shall concern itself with matters pertaining and related to marketing strategies and programs including RUB, Orange & Brew, Art (gallery and permanent collection), Arts & Crafts Center, Game Room.

11.5.4 Service and Operations Committee – The Services and Operations Committee shall concern itself with matters pertaining and related to JWRU services including Information Desks, Event Services, hours of operation, customer services/operational policies and procedures, signage and wayfinding, and student employment.

12.0 Areas of Responsibility

In addition to service on the above committees, members of the Board will be expected to become familiar with several areas of the building, by visiting the areas in small groups, and discussing the operation of the area with members of the staff and users of the area. It is expected that each area will have its initial visitation as soon as possible after the appointment of the Board, with additional visitations to be made at later dates.

- Arts & Crafts Center
- Event Services
- Food Service Areas
- Hotel Desk
- Maintenance and Housekeeping
- Retail Operations
- Programs, Arts & Leisure
13.0 Outreach Responsibility

It is the responsibility of each member of the Board to promote the Reitz Union, its programming, and its services. Each member of the Board is required to attend a minimum of seven Reitz programs, activities, and/or outreach events per semester in order to become familiar with and evaluate the Reitz Union. This includes, but is not limited to, tabling. Proper identification of attendance is a picture from the event attended or an alternative deemed appropriate by the Vice Chair. When members are requested to attend specific events by the Chairperson of the Board or the Reitz Union Executive Director, each member will be provided a complimentary ticket if the event has an admission charge. Failure to comply with this policy will result in the assessment of one full (1) absence point to the board member in question.

14.0 Review

This set of procedures shall be reviewed by an ad hoc Policy Review Committee of the Board of Managers (appointed by the Chair of the board) each Fall semester with any recommended changes to be presented to the Board of Managers at two consecutive regular meetings.

15.0 Adoption

These operating procedures have been adopted by a majority vote of the Board of Managers.

APPENDIX A
Reitz Union Board of Managers – Member Selection Process

1.0 Selection Process Purpose and Mission

We seek individuals who bring unique knowledge and skills which complement the knowledge and skills of administrators and managers in order to more effectively operate the J. Wayne Reitz Union.

2.0 Minimum Qualifications for Student Members

2.1 Minimum 2.75 Cumulative GPA

2.2 Not on conduct probation
2.3 Full time status (12 hours undergraduate; 9 hours graduate)

3.0 Current or Former Student Board Members

3.1 A current or former Board Member may apply for an additional one-year term. Members may serve a maximum of three years total.

3.1.1 Current or former Board Members seeking additional terms will be required to submit a BOM Returning Member Application and BOM Committee Advisor Evaluation and participate in the interview process.

3.2 Current or former Board Members who served with an acceptable attendance record will be deemed to be qualified to be invited to participate in the interview process.

3.3 Current or former Board Members who are interested in being considered for the Chairperson role will be required to indicate such on the BOM Returning Member Application.

4.0 Evaluation Criteria – New Applicants

4.1 Interest in improving the lives of UF students, faculty, staff, alumni, and visitors through the programs, facilities, and services offered by the Reitz Union.

4.2 Experience and knowledge about Reitz Union programs, facilities, and services.

4.3 Frequency of use of Reitz Union programs, facilities, and services.

4.4 Quality of experiences as a member of student organizations.

4.5 Quality of experiences as a leader of student organizations.

4.6 Good communication skills.

4.7 Personable.

4.8 Ability to articulate personal collaboration and teamwork experiences and the value of those experiences.

4.9 Willingness to regularly attend Board meetings and actively participate in subcommittee meetings and activities.

5.0 Evaluation Criteria – Current or Former Student Board Members

Additional terms for current or former Board Members will only be recommended for members who successfully demonstrate to the Selection Committee their commitment to the Reitz Union and the Board of Managers. Current or former Board Members will be evaluated using the criteria listed in Section 4 above as well as:
5.1 Record of attendance at general Board meetings and committee (standing and ad hoc) meetings.
5.2 Satisfactory participation in Committee activities and discussions as indicated in the BOM Committee Advisor Evaluation.
5.3 Ability to articulate what they have learned from their experience serving on the Board and their vision for the future direction of the Board.

5.0 Selection Committee Membership

5.1 Chair – a full-time administrator from within the Division of Student Affairs, exclusive of Reitz Union staff.
5.2 Student representatives – minimum of two students from current Board.
5.3 Faculty/Staff representatives – current or past Board Members preferred if schedules allow.
5.4 Staff members from the Reitz Union or from the Division of Student Affairs may also be asked to serve on the selection committee in order to provide a sufficient number of evaluators for the selection process.
5.5 If an existing Board member is seeking reappointment to the Board, they are not eligible to serve on the selection committee.

6.0 Selection Process Timeline

6.1 Due Date: Early February
   Activity: Selection Committee is formed by BOM Chairperson and JWRU Executive Director
   Responsible Party: BOM Chairperson and JWRU Executive Director

6.2 Due Date: Late February
   Activity: Chairperson of the Selection Committee is named by the Vice President for Student Affairs.
   Responsible Party: Vice President for Student Affairs (VPSA)

6.3 Due Date: Mid-February to Mid-March
   Activity: Advisory Board applications will be made available on the VPSA website and advertisements promoting the application process will be placed by the VPSA office. Responsible Party: Vice President for Student Affairs

6.3 Due Date: Mid-March
   Activity: Applications due to VPSA Office
   Responsible Party: Applicants

6.4 Due Date: Within one week following application due date
   Activity: Selection Committee review of applications to determine applicant pool to be invited for interviews.
   Responsible Party: Selection Committee

6.5 Due Date: Within three weeks following application due date
Activity: Candidate interviews to be conducted by Selection Committee
Responsible Party: Selection Committee Chairperson

6.6 Due Date: Within four weeks following application due date
Activity: Recommendations for Chairperson of the Board, members to fill vacant Board positions, and three alternates to be submitted to Student Body President, VP for Student Affairs, and JWRU Executive Director
Responsible Party: Selection Committee Chairperson

6.7 Due Date: End of April
Activity: Student Body President reviews recommendations and provides comments to the President of the University through the VP for Student Affairs
Responsible Party: Student Body President

6.8 Due Date: Prior to Fall Term
Activity: Executive Director Notified by VPSA of final Board membership.
Responsible Party: VPSA

6.9 Due Date: Prior to Fall Term
Activity: Notification sent to all applicants informing them of the results of the selection process
Responsible Party: JWRU Administrative Assistant
APPENDIX B
Reitz Union Board of Managers – Procedures for Assignment of Annual Space

1.0 There will be a posting and advertising period of two weeks in which student organizations will be encouraged to submit applications for office space.

2.0 All organizations applying for new space or a change in space will be required to submit an online application to demonstrate the organization’s need for office space.

3.0 Organizations facing a possible termination in space may be required to present a defense to the Facilities Committee to demonstrate the organization’s need for office space.

4.0 The Facilities Committee will evaluate the organization’s application based on criteria outlined in Sections 8.3 and 8.4 of the Reitz Union Policy Manual.

5.0 The Facilities Committee’s recommendations for space allocations will be posted in the Center for Student Activities and Involvement within three (3) business days following the space allocation application review.

6.0 The Facilities Committee will make its recommendations for space allocations to the full Board of Managers. These recommendations will include a prioritized list of alternate organizations to be considered for space in the event of a vacancy.

6.1 An organization may appeal the recommendation of the Facilities Committee to the Chair of the Board of Managers if there is new or additional information to be presented that was not provided in their original application. A restatement of previously provided information will not constitute sufficient grounds for appeal.

6.2 The request for an appeal must be submitted in writing (email is allowable) to the Chairperson of the Board of Managers and include the reason why an appeal should be granted and any new information to support the request. The Chair of the Board will confer with the Chair of the Facilities Committee to determine if an appeal is warranted.

6.2 If the request for appeal is approved, the Board will hear the appeal at their next scheduled meeting and discuss options.

6.3 If the matter is referred back to the Facilities Committee, the Committee will meet and make a recommendation that may modify or uphold the original plan, and this recommendation will be presented to the Board at the next scheduled Board meeting.

7.0 The Board will vote to uphold or modify the recommendations at the meeting in which they are presented.

8.0 An organization may appeal the final decision of the Board to the Executive Director of the Reitz Union.

9.0 If a space is vacated during the academic year, the Facilities Committee will contact the organizations on the alternate list in the order of priority to verify interest in space. If still
interested, the Facilities Committee will then request approval from the full Board of Managers to reallocate the vacant space.

10.0 No allocations shall exceed the term of one year. At the end of this period, the organization will leave the space in the same or better condition except for reasonable wear and tear, unless the organization is granted a renewal through the Space Policy process.

11.0 Throughout the year, all spaces allocated to organizations shall be subject to review. Allocations are subject to termination or modification if, at any time an organization:

11.1 Fails to meet the minimum criteria set forth in paragraphs above;
11.2 Fails to meet the minimum criteria set forth in the Contract for Space;
11.3 Defaults on any of its financial obligations regarding the payment for equipment or services used in connection with its space;
11.4 Fails to maintain a minimum of ten (10) office hours a week or forty-five (45) office hours a month;
11.5 Fails to furnish any information requested by the Board of Managers or its designees (this includes the monthly office logs), or to permit the inspection of documentation of programs and activities relative to the criteria set forth herein;
11.6 Ceases to conduct activities or programs; or
11.7 Uses the space in any way that interferes with reasonable use by other organizations assigned to the space.

12.0 The Board of Managers or the Facilities Committee may require an organization to submit additional information to aid in space allocation decisions. The Board of Managers or the Facilities Committee may require an organization to agree to specific terms before occupying Reitz Union space.

13.0 An organization may re-apply for the same or different space by submitting the required online application. Being allocated space in one year does not guarantee reallocation the following year.