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MEMORIAL UNION BOARD CONSTITUTION

Fort Hays Kansas State College
Hays, Kansas

ARTICLE I - Name and Purpose

The Memorial Union shall be governed by a student-faculty-administrative group known as the Union Board. The President and the Board of Regents of the College shall prescribe the duties and powers of the Union Board. The Board shall be the policy-making group for the Memorial Union, subject to the approval of the President of the College.

ARTICLE II. - Membership

The Union Board shall be composed of seven students and five faculty members selected as follows:

1. Three students with Union experience and in good standing academically with the college appointed from those petitioning.
 - a. Two students appointed by the Union Board each year to serve two-year terms.
 - b. One student appointed by the Union Board each year to serve a one-year term.
2. The Program Council Chairman (MUAB President?) shall be appointed to serve a one-year term.
3. One student, who is a member of All Student Council (SGA), with Union experience shall be recommended by Student Council.
4. The Dean of Students shall have permanent representation of the Board.
5. The Director of the Memorial Union shall have permanent representation on the Board.
6. Three faculty members shall be appointed each year by the President of the College in accordance with College policy. Union Board, as its option, may make recommendations to the President regarding these appointments. In case of a vacancy for any reason, a new member will be selected by the President of the College to fill the position. Union Board, will have the option to make recommendations to the President concerning the selection of the new member.

Faculty appointments shall be made by the President of the College in September and student appointments shall be made by the Union Board in April.

ARTICLE III - Organization

The Board shall elect from its student membership for terms of one year, the following officers: Chairman and Vice Chairman. The Union Director shall act as the Executive Secretary for the Board. The Chairman and Vice Chairman shall be elected at the May regular meeting and all committee appointments shall be made at the September regular meeting.

Section I

Officers and Their Duties

It is the duty of the Chairman of the Union Board to:

1. Prepare an agenda prior to each meeting and see that each member receives a copy of the agenda plus an announcement of the meeting time at least a week before the meeting.
2. Call the meeting to order at the designated time.
3. Preside at all meetings if possible.
4. Announce the business in the proper order.
5. State all questions and put them to vote.
6. Announce the result of every vote and the next business in order.
7. Vote whenever his vote will change the result as in making or breaking a tie.

The Vice Chairman of the Union Board automatically becomes Chairman for the unexpired part of the term if the Chairman becomes unable to serve. While Vice Chairman, it is his duty to assist the Chairmen in whatever way he can. The Vice Chairman, if the Chairman wishes, may serve as chairman of one of the three committees.

Section II

Duties of Union Board

Union Board shall function as the policy-making body of the Memorial Union and shall promulgate policy and make such decisions relating to said policy with the advice of the Director of the Union. The Union Board shall formulate such policies as are deemed necessary for the orderly, efficient operation of the Union subject to the review of the President of the College. In the event of any unresolved disagreement or dispute between the Union Board and the Director of the Union relating to policy or decisions implementing said policy, the Director of the Union may in his discretion lay the matter before the President of the College for his review and final decision.

Specific duties of the Union Board shall be, but not limited to:

1. Determine governing rules for the use of the Memorial Union facilities by students, faculty, alums, guests of the college.
2. Periodically review the schedule of charges for services and facilities of the Union with the Director and discuss changes as deemed advisable due to current trends.
3. Review the monthly operating statement and the annual budget prepared by the Director.
4. Assist in developing and approving student and faculty services as well as services to alums and friends of the college.
5. Establish guidelines for building rules and regulations to cover conduct by patrons of the facilities.
6. Strive to help develop and improve all social, cultural, recreational, and educational events sponsored by the Union.
7. Carry out such duties as assigned by the President of the College and the Board of Regents.

Section III

Committees and Their Duties

Union Board should be divided into three major appointed committees, Financial, House, Personnel and Program. Students and faculty shall be represented on all committees. Students appointed by the Chairman of the Union Board shall serve as chairman of each respective committee. The Memorial Union Director will be a member of all Union Board Committees. All committee appointments will be made at the first meeting in September. The duties of each committee are:

1. The Financial Committee. The Financial Committee shall be concerned with policies affecting the financial operation of the Memorial Union. The committee shall review the annual budget prepared by the Director and shall consider problems relating to the fiscal operation including charges, methods of collection for Union services, check cashing, etc.
2. House Committee. The House Committee shall periodically review policies relating to house rules, space allocations, building services, theft problems, etc. The committee shall study the aesthetic quality of the Union and make appropriate recommendations regarding furnishings, cleanliness of facilities, etc., in order to enhance the Union and its image.

3. Personnel and Program Committee. This committee shall establish the procedures for the petitioning and screening of candidates for membership on Union Board and shall see that the applicants are presented to Union Board for interviews at the April meeting each year.

This committee shall also work with the Director and the Program Council Officers in developing and improving events sponsored by the Union. The committee shall be available for critiquing purposes of Union programs.

ARTICLE IV - Meetings

1. The Board shall hold regular monthly meetings during the regular school terms (September to May). The time and place of these meetings shall be determined by the incoming Board at its first called meeting.
2. Special meetings of the Board may be called upon two days notice to all members, either by the Chairman or at the request of two or more members of the Board.
3. Two-thirds of the full membership of the Board shall constitute a quorum for the transaction of business.
4. Members unable to attend meetings are requested to notify the Director's Office prior to the meeting in question. Excessive absences will be grounds for termination of membership.
5. Terminated members may have the right of appeal provided they submit in writing to the Chairman or Union Director an intention to appeal. Appeals must be made at the next regular meeting of the Board or the right is forfeited.
6. In the absence of a quorum a minimum of three board members (including representation of both student and faculty membership) will constitute an emergency committee, empowered to transact emergency business. Policies enacted during this period shall be subject to review at the next regular meeting of the Board. If no action is taken at that time the policy will be accepted.

ARTICLE V - Amendment of the Constitution

1. These articles may be amended at any regular meeting or any specially called meeting, provided that the notice of intent to amend the constitution is given out, at least two weeks in advance of the meeting.
2. Two-thirds of total membership vote is required to amend these articles.
3. Included in the order of business at the first regular meeting of each year is a review of the constitution.

Kenin Manz
 Jennifer Potter
 Dave Foster
 Dean Leopold
 Warren Cooksley
 Lyle Staab, Temporary Chairman
 Rick Allton

7 Student Senators
 Brent Halderman
 Ed Pratt
 Keating
 Jellison

West - letter to father

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