



V. J. and ANGELA SKUTT STUDENT CENTER
ADVISORY BOARD CHARTER

I. ORDINANCE

- A. The Skutt Student Center Advisory Board (hereafter referred to as the "Advisory Board") shall recommend all policies and procedures for the operation of and activities within the Center. The decisions, recommendations, and actions of the Advisory Board shall be subject to review and acceptance by the Vice President for Student Services.
- B. The Advisory Board hereby adopts, as basic commitments in its work, the concepts contained in the following documents:
 - 1. Mission Statement of the Skutt Student Center.
 - 2. "The Role of the College Union" as prepared and adopted by the Association of College Unions International in 1996 and based on the Role of the College Union statement, 1956.
 - 3. The mission statement of Creighton University.
 - 4. The mission statement of Creighton University's Division of Student Services.

II. MEMBERSHIP

- A. The membership shall consist of:
 - 1. A staff position of a coordinator from the Office of Student Activities, selected by the Associate Dean of Students.
 - 2. One faculty member sought by open announcement and approved by the Vice President for Student Services.
 - 3. A staff position at large from the university community to be recommended by the Staff Advisory Committee and approved by the Vice President for Student Services.
 - 4. One alumni representative appointed by the National Alumni Board.
 - 5. Six student members consisting of:
 - a. One elected member of the Creighton Students Union (CSU), to be appointed by the CSU.
 - b. One executive member of the Inter Residence Hall Government.
 - c. One representative of a registered student cultural organization to be appointed by CSU Diversity Cabinet.
 - d. Three full time members of the student body at-large, appointed by CSU.
 - 6. Skutt Student Center staff, who shall be ex-officio members:
 - a. The Director shall be an ex-officio member as chairperson.
 - b. The Reservations/Event Planning Manager shall be an ex-officio member as a consultant.
 - c. The Administrative Assistant shall be a nonvoting recorder.
- B. The Director of the Skutt Student Center shall serve as chairperson in a nonvoting capacity unless it is necessary to break a tie.
- C. The term of voting membership shall be for two consecutive academic calendar years, with a third academic calendar year as an option upon agreement between the appointing authority and the Advisory Board member.
- D. In the event of vacancies, resignations, and/or removals, the appointing authority shall be requested to appoint a new member to complete the unfulfilled term.
- E. The Advisory Board shall exercise its right to remove any member by a 2/3 vote. Conditions for dismissal include two unexcused absences a semester.

III. MEETINGS

Regular meetings shall be called no less often than once a month during the academic year. Special meetings shall be called as needed by the Chair or at the request of three voting members of the Advisory Board. Summer meetings can be called at the discretion of the Chairperson. One meeting per fall semester will be an open forum at which the board will hear the concerns of the campus community that pertain to the Skutt Student Center. All other meetings will be open to the campus community, but the audience may only listen and not participate unless

recognized by the Chairperson.

IV. EMERGENCY PROVISION

In case it is impossible for the Chair to secure a quorum to conduct business during the non-academic calendar year, the Chair may appoint an executive committee consisting of at least one faculty member, two students, and a Student Activities Office Coordinator. Business issues must be of a budgetary or programmatic nature or must relate to Skutt Student Center policy and procedures.

Signature/Date
Skutt Student Center Advisory Board Member

Signature/Date
Vice President for Student Services or
Designated Representative

[1.4AdvBoardCharter]