

**University of South Carolina**  
**Russell House Advisory Board Bylaws**

1. Name. The name of this organization shall be the Russell House Advisory Board (RHAB) (herein also referred to as the Board).
2. Duties and Responsibilities. The RHAB is an advisory board for the Russell House. Actions of the Board are forwarded to the Director of the Russell House University Union. The Board will review and advise the following areas:
  - i. Formulation and review of general policy for the operation and use of the Russell House space.
  - ii. To study and make recommendations concerning Russell House maintenance, repair, and renovation.
  - iii. Allocation of space within the Russell House.
  - iv. Administration and business functions of the Russell House University Union.
  - v. Review the programming budget for Carolina Productions and Homecoming Commission per University and Student Government Policy.
  - vi. Selection of the Carolina Productions President.
  - vii. Campus issues impacting the quality of campus life in regards to existing or future Union activities.
3. Membership
  - 3.1. Designated Student Members. There shall be student representatives from the following groups
    - i. Carolina Productions: President, Vice-President of Internal Affairs, General Member.
    - ii. Three representatives from the Student Body appointed by the President of Student Government (shall not be a member of Carolina Productions).
    - iii. One member-at-large appointed by the Associate Vice President for Student Affairs (shall not be a faculty, associate staff, or classified staff and shall not be a member of Carolina Productions).
  - 3.2. Faculty/Staff Members
    - i. Two faculty representatives appointed by the Chair of the Faculty Senate.
    - ii. Two staff members appointed by the Vice President of Student Affairs.
    - iii. A representative from University Dining Services.
    - iv. A representative from Russell House Bookstore.
  - 3.3. The Director of the Russell House shall be an ex-officio member, without voting privileges.
  - 3.4. Tenure of Office
    - i. General. All new Board members shall take office on or before the last day of the spring semester of each academic year and shall serve through the entire following academic year or the time of their appointment. The student appointees shall each serve a one-year term; but shall not be precluded from reappointment for a second one-year term. Faculty and staff appointees shall serve a three-year term.
    - ii. Removal. Student members of the Board will be removed on termination of registration, full-time status. Any member may be removed by a three-fourths vote of the Board on a motion by any member in the event he or she has missed two or more consecutive meetings.
    - iii. Vacancies. Vacancies arising due to resignation or removal from office will be filled without delay in accordance with normal appointment procedure appropriate to the vacancy being filled, except those parts of the procedure concerning the time of appointment.

### 3.5. Officers

- i. Chair: The President of Carolina Productions will serve as Chair of the Board unless, at the President's request, the Chair is elected by the Board from among its student members. The chair will preside over meetings of the Board and perform such other functions as the Board may direct. The President Elect of Carolina Productions will be a non-voting member of the Board following selection and prior to assuming office.
- ii. Secretary. The Director of the RHUU shall be the Executive Secretary of the Board, unless he or she chooses to delegate this responsibility to a member of the Union staff. The secretary shall maintain suitable records of all meetings of the Board and give due notice of all meetings of the Board.

### 4. Procedures

- 4.1. A majority of the voting members of the Board shall constitute a quorum necessary to conduct constitutional business at a regular meeting or to hold a special meeting, except as otherwise provided for herein. A smaller number may receive reports and declare an adjournment.
- 4.2. The Board shall meet on a regular schedule. In general, meetings should be held not less than once per month and nor more than twice per month during the fall and spring semester.
- 4.3. Special meetings of the Board may be called by the Chair and shall be called by the Chair if one-fourth of the membership of the Board submit and sign such a request in writing.
- 4.4. The only item or items permitted on the agenda of a special meeting shall be those for which the special meeting was specifically called.
- 4.5. Agenda. Unless modified by the Board, the order of business shall be as follows:
  - i. Call to Order
  - ii. Approval of Agenda
  - iii. Approval of Minutes
  - iv. Report from the
    - a. RHUU Director
    - b. Carolina Productions
    - c. University Bookstore
    - d. Carolina Dining
    - e. Standing Committees
    - f. Special Committees
  - v. Old Business
  - vi. New Business
  - vii. Comments
  - viii. Announcements
  - ix. Adjournment
- 4.6. All motion, resolutions, or other propositions, except for short procedural motions, shall be reduced to writing before being voted on.
- 4.7. Proxy Votes. Proxy votes will not be accepted.

5. Amendments of Bylaws. These bylaws may be amended at any regular meeting of the Board by a vote of three-quarters of the members present and voting, provided the amendment was submitted in writing at least one (1) week prior to a regular or special meeting of the Board.
6. Standing Committees – will be appointed as needed.
  - 6.1. Marketing Committee - This committee reviews the rate structures of the Events Services Area (for charges for meeting space and technical equipment), and recommends changes. In addition provides recommendation regarding the Russell House University Union-marketing plan.
  - 6.2. Long Range Planning Committee- Responsible for anticipating future needs and changes that will affect the Russell House University Union. Develops long-range plans for enhancements and renovations to building facilities.
  - 6.3. Policy Committee - Responsible for reviewing all Russell House University Union policies and procedures. The committee annually reviews the Russell House University Union Policy Manual and recommends any changes to the board.

Initially approved at an unknown date.

Revised for approval, 3/15/2019

RHAB Meeting for discussion and vote 3/29/19