

**Division of Academic and Student Affairs
NC State Wellness and Recreation**

Wellness and Recreation Advisory Board Constitution

1. Name

The name of this organization is the Wellness and Recreation Advisory Board. The mission of NC State Wellness and Recreation is to inspire a culture of wellness by providing premier, innovative and inclusive programs, services and facilities that promote healthy, active lifestyles to enhance student success.

2. Purpose of Advisory Board

The Wellness and Recreation Advisory Board is a recommending body, as such, shall serve in an advisory capacity to the Executive Director and staff of NC State Wellness and Recreation. Its purpose is to involve user groups, primarily students in the planning, organization and administration of wellness and recreation programs and facility operations. It shall serve as a means of communication between department staff and program participants, and provides a means for input from students, faculty and staff at NC State University.

3. Membership

3.1 The Advisory Board's composition includes sixteen (16) members. The members of the Advisory Board will consist of thirteen (13) students and three (3) University staff and faculty members. The Executive Director, Wellness and Recreation will serve as advisor, ex-officio, non-voting member and secretary to the Board.

- a) Inter-Residence Council Representatives (3)
- b) Student Senate Representative (1)
- c) University Graduate Student Association Representative (1)
- d) Multicultural Greek Council Representative (1)
- e) Interfraternity Council Representative (1)
- f) National Pan-Hellenic Representative (1)
- g) Panhellenic Association Representative (1)
- h) Wellness and Recreation Student Employee Representative (1)
- i) At-large Student Representatives (3)
- j) Faculty & Staff Representatives (3)
- k) Executive Director, Wellness and Recreation (ex-officio, non-voting) (1)

3.2 Each full member of the Advisory Board will have one vote. To establish a quorum eight (8) members are required, a majority of which must be students. A majority vote carries any issues in all Advisory Board business.

3.3 The student members of this Board will serve a one-year term. Candidates will be selected/appointed based on their qualifications and nominations which will be determined by the Advisory Board and associated campus organizations.

3.4 Two unexcused absences will cause for replacement of a Board member.

4. Responsibilities & Requirements

4.1 Responsibilities of the Advisory Board

- a) Recommend guidelines/procedures pertaining to departmental programs and services.
- b) Provide recommendations relevant to program content and direction.
- c) Recommend guidelines/procedures relevant to facility utilization and eligibility.
- d) Advising Wellness and Recreation staff of participant/user concerns.
- e) Review and recommend budget proposals for submission to the University Budget Office and Student Fee Review Committee. The Executive Director, Wellness and Recreation will formulate the annual budget request with input from the Board.
- f) Meet as deemed necessary by Executive Director, Wellness and Recreation (advisor, ex-officio, non-voting member and secretary to the board).
- g) Make recommendations and vote on approval of Advisory Board representative candidates.

4.2 Responsibilities and Requirements of Advisory Board Members

- a) The Advisor or Departmental Designee
 - i) Shall be the Executive Director, Wellness and Recreation or her/his designee.
 - ii) Shall serve as the chief executive of the Advisory Board.
 - iii) Shall preside over all Advisory Board meetings, and have authority to convene special meetings when necessary.
 - iv) Shall have non-voting status, except in cases of tie votes and Advisory Board elections.
 - v) Shall establish meeting agendas.
 - vi) Shall notify Advisory Board members of meeting dates, times, locations and meeting agendas.
 - vii) Shall record the minutes of each meeting; coordinate distribution of the minutes to all members prior to each meeting.
 - viii) Shall appoint standing and ad-hoc committee chairs as needed.
 - ix) Shall in conjunction with department staff, consider all council recommendations and take appropriate actions.
- b) Advisory Board Members
 - i) Inter-Residence Council Representatives
 - 1) Shall be allocated one (1) position for each East, West, Central (three positions total).
 - 2) Shall represent all participants within the residence halls.
 - ii) Student Senate Representative

- 1) Shall be allocated one (1) position.
 - 2) Shall be an active member of Student Senate.
 - 3) Shall be appointed by the Student Senate President to represent all members of Student Senate.
- iii) University Graduate Student Association Representative
- 1) Shall be allocated one (1) position.
 - 2) Shall be an active member of Graduate Student Association.
 - 3) Shall be appointed by the University Graduate Student Association to represent all members of the Graduate Student Association.
- iv) Greek Representatives
- 1) Shall be allocated one (1) position each Multicultural Greek Council (MGC), Interfraternity (IFC), National Pan-Hellenic (NPHC) Representative, Panhellenic Association (four positions total).
 - 2) Shall be an active student member of an organization by NC State University and having national affiliation in MGC, IFC, NPHC, or Panhellenic.
 - 3) Shall be appointed by MGC, IFC, NPHC or Panhellenic as their designated representative.
- v) Wellness and Recreation Student Employee Representative
- 1) Shall be allocated one (1) position.
 - 2) Shall be an active Wellness and Recreation participant and in good standing as a Wellness and Recreation student employee.
 - 3) Shall be appointed by the Executive Director, Wellness and Recreation to represent all Wellness and Recreation student employees.
- vi) At-large Student Representatives
- 1) Shall be allocated three (3) positions.
 - 2) Shall be appointed by the Advisor and members of the Advisory Board.
 - 3) Shall represent any constituent group of the University.
- vii) Faculty & Staff Representatives
- 1) Shall be allocated three (3) positions.
 - 2) Shall be appointed by the Senior Vice Chancellor, Division of Academic and Student Affairs to represent faculty and staff Carmichael Complex members.

4.3 Functions/Responsibilities of Advisory Board Representatives

- a) Actively represent program participants within their respective areas with regard to issues relating to recreational programs, services and facilities provided by Wellness and Recreation.
- b) Serve on ad hoc committees as appointed by the Advisor.
- c) Vote on matters brought before the Advisory Board. Each of the sixteen representatives has equal voting privileges.
- d) Meet regularly with representatives from their respective constituencies and submit both written and oral area reports at Advisory Board meetings.

- e) Perform other duties as requested by the Advisory Board.
- f) Attend scheduled Advisory Board meetings. Two unexcused absences from Advisory Board meetings will result in dismissal of the appointment.

5. Vacated Positions

In the event a position is vacated, a replacement shall be recommended by the Advisory Board to complete the remaining term. Candidates must formally apply to the Advisory Board.

6. Selection, Appointment and Terms of Service

6.1 The Designated and At-Large Advisory Board Representatives

- a) Shall serve one year terms which begin at the first Advisory Board meeting of the fall semester and conclude on the final day of classes in the second summer session.
- b) Members in good standing may be appointed for subsequent one year terms. Members are required to reapply.
- c) New members shall be nominated by the Advisor or a Board member to the Advisory Board at a date to be determined during the school year's fall semester.
- d) Candidates must formally apply to the Advisory Board during an application period to be determined by the Board.
- e) The current Advisory Board will be responsible for the screening and interviewing process, and will make its recommendations to the Advisor via majority vote.
- f) The MGC, IFC, NPHC, Panhellenic, Inter-Residence Council, Student Senate and University Graduate Student Association will be responsible for appointing their representatives.
- g) In the event an Advisory Board representative position is not filled via the process outlined, the Advisory Board may recommend a person to the Advisor to fill the vacant position.

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