1. Name:

The name of this organization shall be the Anteater Recreation Center Board of the University of California, Irvine, herein referred to as the Board.

2. Reporting Relationship:

The Board shall be advisory to the Director of Campus Recreation in the Division of Student Affairs.

3. Purpose:

The Board shall address policies, image, facilities, services, scheduling, budget and membership. It shall review facility additions and make recommendations regarding policies and procedures. Relating to Building Operations, the Board shall review and recommend for approval the following:

A. General use policies
B. The general use of space
C. Space changes to the facility
D. The annual budget
E. Mid-year budget adjustments and any periodic budget performance reports
F. Membership and rental rates
G. Membership privileges
H. Hours of operation

4. Board Membership:

The Board shall consist of 15 voting members, each serving a minimum of one year. No representative on the Board shall serve in the capacity of co-seat. The Board membership shall represent the following constituencies:

1 ASUCI Executive Officer  
7 Undergraduate Students  
2 Graduate Students  
1 UCI Alumnus  
1 General Staff  
1 Faculty  
1 Student Affairs Staff  
1 Campus Recreation Staff  
Anteater Recreation Center Director  

Appointed by ASUCI  
Appointed by ASUCI  
Appointed by AGS  
Appointed by Campus Recreation Director  
Appointed by Chair of the Staff Assembly  
Appointed by Campus Recreation Director  
Appointed by Vice Chancellor, Student Affairs  
Appointed by Campus Recreation Director  
Ex-officio, non-voting

5. Appointments:

The seven (7) undergraduate student members shall be appointed by the ASUCI Executive Officers and approved by the ASUCI Legislative Council. The two (2) graduate students shall be appointed by the AGS Council.
6. **Term of Membership:**

   The term of membership for the student members shall be one year. The term of membership for the Faculty and Staff members shall be two years. All terms shall commence on the first day following commencement in June. Any member of the Board may be reappointed. Members may resign from the Board by notifying in writing the Chair of the Board and the appropriate appointing authority.

7. **Removal of Board Members:**

   Members on the board may be removed for the following reasons:

   A. They no longer comply with the status for which they were appointed (e.g. a student member is no longer a registered student).
   
   B. Board members may be removed by the Board with a vote after non-activity. Board members are expected to attend 80% (4 out of 5) of each quarter’s meetings and participate in board assignments. Absences must be reported/excused prior to the scheduled meeting time.
   
   C. Student members appointed by ASUCI may be removed by a majority vote of the ASUCI Executive Officers and the ASUCI Legislative Council. Student members appointed by AGS may be removed by a majority vote of the AGS Executive Officers and the AGS Legislative Council.

8. **Board Vacancies:**

   When a vacancy occurs on the Board, the related appointing authority will be requested to make an appointment to fill the remaining term of office. This should be completed within two weeks of notification of the vacancy.

9. **Responsibilities of Board Members:**

   All Board members are expected to:

   A. Attend meetings
   B. Be active on the Board committees
   C. Make recommendations relating to the Board’s purpose
   D. Make recommendations relating to the Board guidelines
   E. Provide the Board, Program and Building staff with information regarding campus views toward the Anteater Recreation Center
   F. Be active in communicating facility progress/questions with fellow students and staff
   G. Be active in answering suggestion box questions and comments

10. **Responsibilities of Board Officers:**

    The Officers of the Board shall be the Chair and the Vice Chair and shall be registered students.

    A. The Chair shall:
       a. Chair board meetings
       b. Be responsible for facilitating the coordination of the Board activities
       c. Shall appoint Board committees with approval of the Board
       d. Monitor and enforce attendance policies
       e. Shall work closely and meet regularly with the Campus Recreation Director
       f. Monitor and update ARC social media
B. The Vice Chair shall:
   a. Assume duties of the chair in his/her absence
   b. Assist the Chair with his/her duties
   c. Coordinate committees and attend committee meetings as assigned by the Chair
   d. Assist the chair with ARC social media maintenance

C. The Chair and Vice Chair may receive a stipend as determined by the Board and the approval in the budget.

D. At the beginning of each year the Board shall review and update the job descriptions of the Chair and Vice Chair.

11. Responsibilities of Anteater Recreation Center Director:

The Anteater Recreation Center Director shall:

A. Assist the Chair in the preparation of meeting agendas
B. Provide support assistance for board meetings and activities
C. Prepare and maintain meeting minutes and record of Board actions
D. Provide annual (or as requested) reports to the Board

12. Election of Board Officers:

A. Nomination of Board officers shall be allowed at the first meeting of the new Board and remain open until the time of elections. Elections shall take place at the following meeting when the majority of voters are present.
B. Should a vacancy occur in the offices of Chair or Vice Chair, nominations shall take place at the next meeting following notification and elections at the following meeting.
C. The Chair and/or Vice Chair may be removed from office for violating the ARC Board guidelines by a two-thirds vote of all appointed Board members.

13. Meetings:

A. Regular meeting times of the Board shall be determined at the convenience of the board and posted accordingly.
B. All meetings of the Board shall be open to the public except when the Board elects to go into executive session for the sole purpose of addressing matters pertaining to personnel, pending or anticipated legal action, or other matters.
C. The minutes of all meetings will be published with the exception of executive session minutes which will remain confidential.
D. The Board shall follow Robert’s Rules of Order where these rules do not contradict and are not inconsistent with these guidelines.
E. A majority of the appointed voting members of the Board shall constitute a quorum at any regular, special, or emergency meeting of the Board.
F. A Board member must be present at the time of the vote to participate in any vote. Voting by proxy is not allowed.

14. Committees:

A. Committees shall be established by a majority vote of the Board. The membership and purpose of the committees shall be approved by the Board.
B. Appointees to committees do not have to be Board members.
C. The process by which the Chair of the committee is selected shall be determined by the board.

15. **Management of the Center:**

A. The Anteater Recreation Center Director may also be the Campus Recreation Director and have other responsibilities beyond those of the Center.

B. A majority of the selection committee for the Director shall be members of the Board. Of those Board members selected, a majority shall be students.

C. The appointment of the Director shall be made by the Vice Chancellor of Student Affairs.

16. **UCI Anteater Recreation Center Fee**

A. The UCI Anteater Recreation Center Fee is a mandatory fee charged to each registered student for the purpose of paying the debt service incurred for the construction of the Anteater Recreation Center and for funding future additions and/or renovations. In addition, the fee may be used to cover operating expenses of the Center. The level of the fee is approved by the Regents of the University of California, based on a recommendation from the UCI Chancellor.

B. Increases in the fee shall be approved in accordance with “Policy for Student Fee-Funded Facilities,” initially approved by the UCI Chancellor on March 22, 1988, and any amendments thereto.

C. Alumni, faculty, and staff, affiliate and community members may participate in activities at the Anteater Recreation Center by paying the appropriate membership fees.

17. **Board Guidelines and Amendments Thereto:**

A. The Chancellor shall approve these Guidelines. These Guidelines shall not require the approval by a general vote of the students.

B. These guidelines and amendments hereto shall be reviewed by ASUCI, AGS and the UCI Anteater Recreation Center Board.

Approved: [Signature]  
Date: 2/16/10