

Recreation Leadership Council (RLC) University of California, San Diego By-Laws

Article I: Mission & Purpose

The Recreation Leadership Council (RLC) provides guidance within the Recreation department to enhance the experience of the broader campus and promote lifelong well-being, growth and success. The RLC fosters unity among all the Recreation program areas, which include: Aquatics, Business Office, FitLife, Intramurals, Operations (Sales and Weight Rooms), Outback, Rec Classes, and Sports Clubs. The RLC is to serve as a voice to ensure each division can advocate ideas and concerns pertaining to their division as well as the broader department of Recreation.

Article II: Membership

Non-Voting Members:

- One (1) Director: Recreation
- One (1) Senior Associate Director
- One (1) Professional Staff Advisor
- Three (3) Professional Staff
- One (1) Alumni

Terms of Appointment:

The current RLC voting members will take requests from professional staff who desire to be the council's advisor and vote on the advisor position during the last week of Spring quarter. The position is decided by a majority vote and will serve a 1 year term. The professional staff advisor is the main point of contact for the board and attends cabinet meetings upon request. Non-voting professional staff will assist the Advisor as additional points of contact for the board. Non-voting members will serve a term for one academic year. Non-voting members can serve multiple terms upon appointment and approval of the RLC voting members.

Voting Members:

- One (1) Chair
- One (1) Vice Chair
- One (1) Assistant Chair
- One (1) Delegate, Aquatics
- One (1) Delegate, Business Office
- One (1) Delegate, FitLife
- One (1) Delegate, Intramurals
- One (1) Delegate, Sales Desk
- One (1) Delegate, Weight Rooms
- One (1) Delegate, Event Operations
- One (1) Delegate, Facilities Supervisor

- One (1) Delegate, Facilities
- One (1) Delegate, Outback Adventures
- One (1) Delegate, Rec Classes
- One (1) Delegate, Sports Clubs
- One (1) Delegate, At Large

Terms of Appointment

Voting members will serve in duration for one academic year and may renew their position by voicing to the Executive Board an intent to continue. To be a voting member on RLC, students must be in good academic standing and have served for their division for at least one academic quarter.

Delegates interested in assuming Chair, Vice Chair, and Assistant Chair positions for the following academic year will fill out an “Chair Application Form” and send it to rlc@ucsd.edu by 5pm on Friday of week 8 of winter quarter. Voting will occur week 9. Application responses will be read aloud to the board. Additionally, the students in question will also have a chance to speak to the board before a vote is reached. In the case of a tie, the Professional Staff advisor will be the tiebreaker.

For executive positions without running mates, a simple majority vote will ensure their appointment. For positions with multiple applicants, non-running voting members will cast a ballot with their top choice. If more than 3 applicants exist, the lowest voted applicants will be removed and another vote will be cast for the remaining two applicants. A majority vote results in appointment and the Professional staff advisor will be the tiebreaker in the case of a tie.

In the event that a Chair position is not filled after the voting period has ended, during any quarter, the council may determine a date to accept new applications.

Employees interested in applying for delegate positions must fill out the Rec Leadership Council Delegate Application and submit it to rlc@ucsd.edu by 5pm on Friday of week 6 of spring quarter. Voting will occur week 7. The same voting process to that described above will be utilized. For Delegates, letters of recommendation from the respective program director or other correspondent are recommended.

In the event that a delegate position has not been filled after the voting period has ended, applications will be accepted on a rolling basis.

Article III: Roles & Responsibilities

Attendance:

Frequency of meetings is to be established prior to the beginning of each quarter. Unexcused absences are limited to one per quarter, proxy must be sent for voting purposes. All members are encouraged to attend one other meeting outside of RLC, to observe what other groups are planning and infer how it would affect our department.

Executive Cabinet:

Chair, Vice Chair, and Assistant Chair are elected by the board of delegates. They will be responsible for drafting agendas and minutes, delegating responsibilities to board members, and representing the board at events/meetings. Cabinet meetings outside of weekly meetings must be held at least twice (2) per academic quarter.

Assistant Chair:

The student in this role records minutes during meetings and keeps the google drive updated with minutes. He/She acts as a timekeeper for meetings and assumes role of treasurer when money is involved.

Vice Chair:

The student appointed to this position will be in charge of preparing, updating, and organizing agendas. The student will receive and communicate changes on the agenda to the group. He/She will assume the roles of the Executive and or Secretary if they are unable to perform their duties.

Chair:

The student appointed to this position decides meeting time and frequency, facilitates meetings, oversees scheduling and manages subcommittees. The President is required to meet once (1) per quarter with the Director or Recreation to maintain communication about goals and revisions. In the case of a tie, the executive will make the final decision.

Delegate:

The expectations of a voting delegate are to attend meeting, bring updates from their entire program area and participate in a subcommittee from the options below:

Social Media:

Runs the Facebook page and keeps media up to date.

Event Subcommittees:

Responsibilities may include but are not restricted to the following: RSVPs, location, materials, donations/sponsors, delegating responsibilities to board members, make calendar for deadlines necessary for success, event schedule, "thank you" letters, facilitating event recap with the board.

Current event subcommittees: Fit for Food, Recapalooza, Career Workshop

Voting:

Rec Rules of Order shall be the official authority on procedure. A quorum shall consist of a majority of all the voting members. Any member may participate in discussion of any item. However, only voting members will be permitted to exercise voting privileges on any issue. All voting actions must pass with a simple majority vote of the RLC members in attendance, including proxies. The Chair will not have a vote and will act as tiebreaker when necessary. Members must have knowledge and have formed an opinion on the articles under vote before a final vote is reached.

Amendments:

These bylaws may be amended at a general business meeting. The amendments must have been circulated at least one week prior to the meeting.

Specific **M**easurable **A**greed upon in writing **R**ealistic **T**ime bound & tracked