

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

Approved June 26th, 2023

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 unit/program areas, listed below in Article II. The RLC is to serve as a voice to ensure each unit/program area can advocate ideas and concerns pertaining to their unit/program area as well as the broader department of Recreation.

Article II: Membership

1. Delegates:

- a. Delegates from each program area should coordinate to ensure information from each aspect of their program is acquired and information can be relayed consistently.
- b. Two (2) Delegates, Aquatics (Lifeguards, Clerks, Scuba, Swim Classes)
- c. Two (2) Delegates, Business Office, Human Resources, TEC Cafe, Engagement and Marketing
- d. Two (2) Delegates, Competitive Sports (Supervisor, Referee)
- e. One (1) Delegate, Esports
- f. Two (2) Delegates, Event Operations (Sports Set Up, Field Management)
- g. Two (2) Delegates, Education Outreach (FitLife, Rec Classes)
- h. One (1) Delegate, Maintenance
- i. Two (2) Delegates, Outback Adventures (Guides, Challenge Course, Rental Shop, Outback Climbing Center)
- j. Two (2) Delegates, Rec Experience (Rec Experience Assistant and Fitness Gym Staff, Facilities Supervisor)

2. Election of Delegate Appointment

- a. Applications for delegate positions will be due by 11:59 PM on Friday of week 6 of spring quarter.
- b. Voting will occur during the week 7 meeting of spring quarter.
- c. Application responses will be distributed to the board ahead of the vote to ensure informed voting.

- d. For positions without running mates, a simple majority vote will ensure their appointment.
- e. For positions with multiple applicants, voting members will cast a ballot with their top choice.
 - i. If more than 3 applicants exist, the lowest voted applicants will be removed and another vote will be cast for the remaining 2 applicants.
 - ii. In the case of a tie, the Chair will be the tiebreaker.
- f. 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.

3. Terms of Delegate Appointment

- a. Voting members will serve in duration for 1 academic year.
- b. Voting members may renew their position by voicing to the Executive Board an intent to continue.
- c. To be a voting member on RLC, students must be:
 - i. In good academic standing.
 - ii. Have served in their unit/program area for at least one academic quarter.

4. Executive Cabinet Officers:

- a. One (1) Chair
- b. One (1) Vice Chair
- c. One (1) Assistant Chair

5. Election of Executive Cabinet Officer Appointment:

- a. Applications for the Chair, Vice Chair, and Assistant Chair positions for the following academic year will be due by 11:59 PM on Friday of week 8 of winter quarter.
- b. Voting will occur during the week 9 meeting of winter quarter.
 - i. The previous Chair will assist the new Chair to lead the week 10 meeting.
- c. Application responses will be distributed to the board.
- d. In the case of a tie, the Executive Team Professional Staff advisor will be the tiebreaker.

- e. For executive positions without running mates, a simple majority vote will ensure their appointment.
- f. For positions with multiple applicants, non-running voting members will cast a ballot with their top choice.
 - i. If more than 3 applicants exist, the lowest voted applicants will be removed and another vote will be cast for the remaining two applicants.
 - ii. Executive Team Professional Staff advisor will be the tiebreaker in the case of a tie.
- g. In the event that an Executive Cabinet position is not filled after the voting period has ended, the council may determine a date to accept new applications.
- h. If an officer is unable to follow through with their position
 - i. Establish a new date for applications and follow normal cabinet officer voting procedures

6. Terms of Executive Cabinet Officer Appointment:

- a. Executive Cabinet Officers will serve in the duration of 1 year, spring quarter through winter quarter of the next school year.
- b. Vice Chair and Assistant Chair positions will retain all voting privileges of delegate members. Each position will hold 1 vote, classifying the Executive Team as its own individual program area.
- c. The Chair position will reserve their voting privileges only to cast a tie breaking vote.
- d. Outgoing officers will serve at the behest of the new executive cabinet for the remainder of the academic year. They may attend meetings, and supply guidance, but will have no voting privileges.

7. Non-Voting Members:

- One (1) Director: Recreation
- One (1) Executive Team Professional Staff Advisor
- Three (3) Professional Staff Advisors
- One (1) Alumni
- One (1) At Large
- One (1) Delegate, Recreation Inclusion Council (RIC)
- One (1) Delegate, Recreation Facility Advisory Board (RFAB)

8. Election and Terms of Non-Voting Members Appointment:

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

Article III: Roles & Responsibilities

1. Attendance:

- a. Date, time and frequency of meetings for the upcoming quarter is to be established by the newly elected council by the end of preceding quarter.
- b. If a member is unable to attend a meeting, they should notify the Chair or another officer of the Executive Cabinet at least 24 hours in advance.
- c. A proxy may be sent to represent a program area if the delegate is unable to attend. The proxy will retain delegate voting privileges.
- d. In the absence of a current delegate, a program area should send a member of their ProStaff until the position is able to be filled.

2. Responsibilities of Delegates:

- a. Delegates are to attend meetings.
- b. Bring updates from their unit/program area.
- c. Share relevant information from the RLC back to their unit/program area.
- d. Participate on a minimum of one subcommittee.
- e. After serving for one full year on the committee, delegates are encouraged to take on an additional role of responsibility alongside a ProStaff. These may be flexible based on the current needs of the council.
 - i. Greeter

1. Ensuring new team members can access documents, teams, and the google drive
- ii. Socials coordinator
 1. RLC events, assistance with cross department events, social media
- iii. Swag
 1. Designing annual gear for RLC members
- iv. Community philanthropy
 1. For example, coordination with SALT at SDSU
- v. Additional responsibilities can be assigned for each of the quarterly events or as the need arises

3. Responsibilities of the Executive Cabinet:

- a. Preparing meeting agendas and minutes
- b. Delegating responsibilities to board members, and representing the board at outside events/meetings.
- c. Suggest ad hoc subcommittees as needed and put them up for a vote to the council for implementation
- d. 1 member minimum must participate on each subcommittee formed.
- e. Conduct Cabinet meetings outside of weekly meetings.
 - i. Must be held at least twice per academic quarter.

4. Responsibilities of the Chair:

- a. Calls and presides over regular and cabinet meetings.
- b. Prepares agendas for cabinet meetings.
- c. Calls for cabinet meetings with the Recreation Director at least 1 per academic quarter to communicate updates and goals of both the Recreation Department and the RLC.
- d. Prepares RLC budget.
- e. Prepares an RLC Annual Report.

5. Responsibilities of the Vice Chair:

- a. Presides over meetings in the absence of the chair.
- b. Communicates with marketing to ensure that the RLC webpage is up to date.
- c. Serves as an RLC member of RFAB. Should they be unable to attend regular RFAB meetings they may select a replacement from within the RLC to serve in their stead.

6. Responsibilities of the Assistant Chair:

- a. Records meeting minutes.
- b. Greets, welcomes and orients guests to RLC meetings. Acts as timekeeper for meetings.
- c. Serves as RLC member of RIC. Should they be unable to attend regular RIC meetings they may select a replacement from within the RLC to serve in their stead.

7. Responsibilities of Professional Staff:

- a. Executive Team Professional Staff Advisor
 - i. Orient new Professional Staff Advisors to their roles and responsibilities
 - ii. Orient incoming Executive Team members to their new roles and responsibilities, provide mentorship throughout their course of service
 - iii. Serve as the main point of communication for Professional Staff Advisors and conduct Professional Staff meeting outside of weekly RLC meetings
 - 1. Must be held 1 time per academic quarter
 - iv. Assists in creation of RLC budget
 - v. Provide material and fiscal support to RLC projects, events, and socials
 - vi. Advise and ensure that the RLC is acting within the scope of the power granted to it by its by-laws
- b. Three (3) Professional Staff Advisors
 - i. After applying and joining RLC as a Professional Staff Advisor, each will choose an area to hold responsibility over. This Professional Staff will coordinate with the Executive Cabinet to provide support in their specific area and ensure that tasks are fulfilled. Below are some

general needs, however these may be flexible based on the current needs of RLC.

1. Serve as a representative for RLC updates to staff development committee meetings
2. Coordinate and schedule Pro Staff spotlights, send follow up emails
3. Head of New Membership: Keeps track of new student orientations and schedule additional times as need, advocate to program areas that have open delegate positions, encourage prostaff from those areas to attend in their place
4. Employee of the Month (EotM) Leader: logging data and coordinating a short video of each EotM for recognition at Recapalooza
5. Additional responsibilities can be assigned for each of the quarterly events or as needed

8. Voting:

- a. Rec Rules of Order shall be the official authority on procedure.
- b. A quorum shall consist of a minimum of 3 voting members.
- c. Any member may participate in discussion of any item. However, only voting members will be permitted to exercise voting privileges on any issue.
- d. All voting actions must pass with a simple majority vote of the RLC members in attendance.
- e. Members must have knowledge and have formed an opinion on the articles under vote before a final vote is reached.
- f. Each major program area will be designated 2 votes. For program areas with 1 representative, their vote will count as 2. From program areas with 2 delegates, each of their votes will count as 1. Vice Chair and Assistant Chair will retain 1 vote each, as though the Executive Cabinet were its own program area.

Article IV: Amendments

1. These bylaws may be amended with the creation of a subcommittee. All proposed amendments shall be voted on in a general meeting. The amendments must have been circulated at least one week prior to the meeting.