

**RECREATION FACILITIES ADVISORY BOARD (RFAB) CHARTER**  
**REVISED 2024**

**ARTICLE I: PURPOSE**

The Recreation Facilities Advisory Board (RFAB) is the principal advisory committee on Recreation and Athletics facilities and related policies at the University of California, San Diego. RFAB operates under this charter with the approval of the Chancellor, the Associated Students Council and the Graduate Student Association Council. The Committee is charged by the Chancellor and given the responsibility of ensuring that the Recreation and Athletics facilities have the emphases, breadth, and coordination to complement optimally the philosophy, missions, and goals of UCSD.

**ARTICLE II: DELEGATION OF AUTHORITY**

To ensure coordination with related campus programs and policies, RFAB works closely with the Office of the Vice Chancellor of Student Affairs.

1. With respect to Recreation Facilities, RFAB has the responsibility to review, evaluate and decide on:
  - a. Policies governing the general use of facilities. RFAB shall review and approve the annual operating budget, space allocation, rent assessments, custodial standards, capital improvements, maintenance and renovation, purchase of equipment, and hours of operation, as required by Section 18.14.20 of the UCSD Policies and Procedures Applying to Student Activities.
  - b. Issues raised by the Chancellor, Vice Chancellor of Student Affairs, the Directors of Intercollegiate Athletics and Recreation, or the Associated Students, Graduate Student Association, and Undergraduate College Councils.
2. With respect to increases in the mandatory Recreation Facilities fee, RFAB will review and approve all proposed fee increases prior to their implementation except those increases mandated by referendum language or Regental policy.
3. With respect to budget RFAB shall advise the Recreation Director on the development of an annual budget.
4. With regard to capital improvements RFAB must approve all major capital improvements before they are executed. A major capital improvement is a structural change in any facility that is estimated to cost more than \$1 million. Notwithstanding the foregoing, RFAB approval will not be required if the major capital improvement is proposed based on the University's good faith belief that it is necessary to comply with the law or with University policies. In such cases, RFAB shall nevertheless be informed of, and consulted on, the major capital improvement.

5. With regard to leases and vendor contracts pertaining to the occupancy of space, the Recreation Director shall submit all space leases and occupancy contracts, agreements, obligations, renewals, and extensions to RFAB for comment and advice. In the event RFAB disagrees with the Recreation Director's decision regarding any such agreement, RFAB shall state the reasons for its disapproval in writing and submit its statement to the Vice Chancellor of Student Affairs, or their designee, for a final decision.
6. With respect to facility users and tenants, RFAB may review, evaluate, and provide recommendations on program policies, scope and proposed program changes, Athletic conference affiliations, and fiscal policies.
7. Actions of the Board which will grossly affect the long term financial solvency of the facilities or that are inconsistent with the terms of this document may be vetoed by the Vice Chancellor of Student Affairs, not by delegation. Any such veto shall be in writing, shall be delivered to the Board Chair, and shall be accompanied by a written statement on the basis of such action. If the board is unsatisfied with the veto, they may appeal the decision directly to the Chancellor.

### **ARTICLE III: MEMBERSHIP**

#### **Voting Membership:**

- Fifteen (15) students (one of which shall serve as the Chair of RFAB):
  - Eight (8) undergraduate representatives selected/appointed by the 8 undergraduate College Councils to represent each of the eight undergraduate colleges;
  - One (1) undergraduate representative selected/appointed by the ASUCSD Council to represent the Associated Students of UCSD;
  - Two (2) graduate representatives selected/appointed by the GSAUCSD Council to represent the Graduate and Professional Students of UCSD;
  - One (1) student representative selected/appointed by the Triton Athletes' Council (TAC);
  - One (1) student representative selected/appointed by the Recreation Leadership Council (RLC); and
  - Two (2) members-at-large selected through a process developed and approved by the Board. This selection process shall take place during the spring quarter and be conducted by an ad hoc appointments committee.
- One (1) alumnus appointed by the UCSD Alumni Association
- One (1) staff member selected by the Chancellor
- One (1) faculty member recommended by the Academic Senate and appointed by the Chancellor

#### **Non-Voting, Ex-Officio Members:**

- One (1) Director, Intercollegiate Athletics
- One (1) Director, Recreation

**Terms of Appointment:**

A term of two years for representative appointments is strongly preferred; appointments running a full calendar year from Fall quarter week 5 through the following fall week 5.

**ARTICLE IV: PROCEDURES**

The student Chair and Vice Chair shall be elected by the membership of the Board by the final Board meeting in Spring Quarter, or at such time that the positions otherwise become available.

The Chair shall be responsible for chairing meetings. The Board shall meet regularly during the academic year and no less than twice per quarter. Administrative/logistic support for RFAB will be furnished by Recreation. The Executive Secretary will officially arrange for all meetings upon the request of the Chair or the Director of Recreation. A record of all proceedings shall be compiled, filed, and a copy distributed to each member, the Vice Chancellor of Student Affairs, and the Chancellor. RFAB is to submit summaries of all Board meetings and an annual report to the Chancellor via the Vice Chancellor of Student Affairs. The Executive Secretary shall ensure copies of any approved budgets are distributed to both the ASUCSD and GSAUCSD Councils.

Ad-hoc committees may be established at any time by the Chair of RFAB with a majority vote of the Board. Committees shall not conduct business on behalf of RFAB; rather, they shall make recommendations to RFAB.

As required by UCSD Section 18.14.21 of the UCSD Policies and Procedures Applying to Student Activities, student members of RFAB shall participate in the evaluation of and on the search committees for the appointment of key administrative personnel.

1. RFAB shall participate in hiring the Recreation Director by interviewing finalists for the position and making recommendations to the Vice Chancellor of Student Affairs or their designee. Before appointing the Recreation Director, the Vice Chancellor of Student Affairs or their designee shall inform RFAB of their choice for the position. If RFAB disagrees with the candidate proposed for hiring, within three (3) business days of being notified by the Vice Chancellor of Student Affairs, RFAB must submit the reasons for its disagreement in writing to the Vice Chancellor of Student Affairs and to the Chancellor. In that case, the final hiring decision will be made by the Chancellor after consideration of RFAB's written submission.

2. RFAB shall participate in the annual evaluation of the Recreation Director. All individual RFAB members shall submit a collective RFAB or individual written evaluation(s) and recommendation(s) to the Vice Chancellor of Student Affairs at or before the second meeting of the spring quarter. RFAB has the authority to raise concerns regarding the performance of the Recreation Director to the Vice Chancellor of Student Affairs and the Chancellor.

When questions on parliamentary procedure arise, *Roberts Rules of Order* shall be consulted. A quorum shall consist of a majority of all the voting members. In the event that a voting member position becomes vacant, the Chair will notify the respective appointing body to request a new appointment. No business may be discussed officially without the presence of quorum. Any member of RFAB may participate in the discussion of any issue. However, only voting members will be permitted to exercise voting privileges on any issue.

#### **ARTICLE V: AMENDMENTS**

Amendments to this charter must be accepted by a two-thirds (2/3) vote of the entire voting membership of RFAB and submitted to the Associated Students Council, Graduate Student Association Council, and the Vice Chancellor of Student Affairs for approval. The decision of the Vice Chancellor of Student Affairs may be appealed to the Chancellor for a final decision.

#### **ARTICLE VI: BYLAWS**

Section 1: Bylaws may be adopted by the Board to supplement this charter.

Section 2: Bylaws to this charter must be accepted by two-thirds (2/3) vote of the Board.

Section 3: This charter takes precedence in case of a conflict between this charter and the bylaws.