

**OFF-CAMPUS LIFE  
(OCL)  
ADVISORY BOARD  
BY-LAWS**

ARTICLE I: NAME OF ORGANIZATION AND AFFILIATION

The name of this organization shall be the Off-Campus Life Board (Board). The Board is established by the order of the Executive Branch of the Associated Students of Colorado State University (ASCSU).

ARTICLE II: PURPOSE

The purpose of the Board is to serve as a sounding board for overall policies, services and programs for OCL. The Board provides input on long-range goals and objectives, reviews current services, programs and budgets, and makes recommendations to the Director of OCL. The Board serves in an advisory capacity only. Having representation from the populations served by OCL shall be a goal of the Board.

ARTICLE III: MEMBERSHIP

*1. Student Members*

The Board shall consist of at least six student members.

*2. Non-Student Members*

There shall be at least three non-student members: a general faculty or staff member of the University, a property manager/landlord not affiliated with the University, and/or a City of Fort Collins representative. Representatives from OCL, including but not limited to the Director, Assistant Director and Coordinator, will serve as ex-officio members and will not have voting privileges.

*3. Term*

The terms of all Board members commence on September 1 and end on August 31 of each academic year. Members serve a term of one year, but may extend their service should they be able. The board generally will be in recess during the summer session.

*4. Vacancies*

Vacancies shall be filled at the earliest convenience through the Director of OCL or a current board member.

*5. Removal of Board Members*

A board member may be removed by the Director of OCL should it be deemed appropriate.

#### ARTICLE IV: OFFICERS AND REPRESENTATIVES

##### *1. Facilitator*

A designee of the Board shall act as the Board Facilitator for the Board. S/he shall be in charge of correspondence, scheduling and notifying members of meetings, board selection process and all other important information. S/he shall keep a roll of members of the Board. The Facilitator will assist in guiding board meetings and request topics for discussion.

##### *2. Note Taker*

A note taker shall be assigned to keep a record of all meetings of the Board.

##### *3. Selection Process*

Students and non-students of the Board shall be solicited for membership on the board each August for membership beginning September 1.

#### ARTICLE V: MEETINGS

##### *1. Meetings*

A. Open Meetings - All meetings of the Board shall be open to the public pursuant to the Colorado Open Meetings Law (24-6-401, C.R.S.).

B. Business Meetings - The Board shall have business meetings at least one time during each fall and spring semester.

C. Special Meetings – The Board Facilitator may call a special meeting, when necessary.

D. Notice - Members of the Board shall be notified, either by phone, mail, or e-mail of all regularly scheduled or special meetings at least ten days in advance of the meeting.

##### *2. Open Records*

All official actions of the Board shall be a matter of public record. Copies of the minutes and other documents presented to the Board at meetings shall be available to other interested persons and held within Off-Campus Life.

##### *3. Quorum*

A quorum shall consist of a majority of voting members of the Board, provided at least three student members are present. Additionally, a minimum of two non-voting members must be present.

#### *4. Robert's Rules of Order*

To the extent deemed necessary, meetings shall be conducted in accordance with Robert's Rules of Order, Revised.

### ARTICLE VI: RESPONSIBILITIES

#### *1. General Responsibilities*

The Board shall seek to provide high quality service at the lowest, most equitable cost for the students of the University. To achieve this goal, the Board shall attempt to facilitate improved communication between the students of the University, ASCSU, OCL and the City of Fort Collins, may seek and monitor student opinions and attitudes about OCL, and may exchange information with other off-campus student services programs.

#### *2. Fiscal Responsibilities*

##### A. Budget

The Director shall present a preliminary budget to the Board before it is submitted to the Student Fee Review Board. The Board may provide input on any changes in the preliminary budget deemed necessary.

##### B. Annual Budget Hearing

A copy of the preliminary budget shall be made available to the Board by the Director at least ten days prior to the spring semester budget meeting. Suggestions on the preliminary budget may be given to the Director at a Board business meeting or independently, should the need arise. If the Director does not act upon the suggestions of the Board, the suggestions may be forwarded to the Executive Director of Campus Life.

##### C. Budget Modifications

The Director shall provide updates on the status of the current OCL budget, as well as other information requested by the Board.

### ARTICLE VII: AMENDMENTS

Amendments to these by-laws must be proposed by written notice of such, thirty days (30) prior to consideration by the Advisory Board. Amendments must be passed by two-thirds of the full membership of the Board, followed by full approval of the Executive Director of Campus Life.

## ARTICLE VIII: DISPUTE RESOLUTION

Should the Director of OCL not accept, adopt and/or implement the suggestions of the Board with respect to policies, procedures and/or budget, the issue(s) may be referred to the Executive Director of Campus Life, for resolution.