

**East Carolina university  
Recreation and Wellness (CRW)  
ADVISORY COUNCIL  
Draft (618-2018)  
OPERATING PAPER'S**

To provide representation from the university and/or individuals involved with Campus Recreation and Wellness(CRW) facilities, programs and services to the Director and CRW staff.

**Purpose or Function:**

1. Advisory: The primary purpose of the CRW Advisory Council shall be to advise the Director of Recreation and Wellness and staff of the recreation and wellness interests and needs of the University community.
2. Review and Evaluate: The CRW Advisory Council shall review and provide input regarding CRW and related plans, policies and procedures.
3. Liaison: The Recreation Advisory Council shall serve in liaison capacity between Recreation and Wellness members of the University community to represent and convey the interests of the various constituencies. In this capacity, they will convey the recommendations of the University community to the Director, and, in turn, communicate and interpret the policies and procedures to those whom they represent.
4. Support: The Recreation Advisory Council shall support the continuous development of facilities, programs and services through appropriate requests for financial allocations including staffing, equipment, and facilities, and shall convey this support to the University administration and represented areas in the most appropriate manner.

**Constituency:**

Each organization listed shall provide the council with one representative except for the students at large and CRW student employees. Individual appointments shall be for the prescribed length of time. The expiration date of the two-year appointments is shown in parenthesis at the right of each organization. Although the selection process will remain at the discretion of the organization, it is advised that care be used to ensure that the appointments are made in such a manner that the interests of the entire organizations are adequately represented. To the extent possible, appointments will be made during the spring semester for the following year.

Appointments will begin with the Fall Semester and last through the following Summer Session. Student representatives must be enrolled during their term of office excluding summers.

**Student One-Year Terms:**

1. Student Government, undergraduate
2. Residence Life Association
3. Intercultural Affairs, LGBT
4. Club Sports Council member or designee
5. CRW Student Employee Leadership Council (SLC) member or designee
6. Greek Organizations
7. Graduate/Professional Student at Large

### **Faculty/Staff Two Year Terms:**

1. CRW Staff member
2. Faculty Senator or designee
3. Staff Senator or Designee
4. Student affairs- Intercultural Affairs
5. Student Affairs- Student Activities and Organizations
6. College of Health and Human performance

In addition to the above members, the Director of CRW shall serve as a non-voting ex-officio member.

### **Organization and Operation:**

1. Chair and Vice Chair: The ex-officio member shall chair the first meeting of the council each year. The council shall elect a student as Chairperson and then a Vice Chairperson from the remaining members. The Chairperson and Vice Chairperson shall each serve for one year, but may be re-elected for a second one-year term. No member shall serve for more than two years as either Chair or Vice Chair. The Chair's term of office will be from Fall Semester through Summer Session. The Council shall not meet routinely during the Summer Session but may when deemed necessary by the Director and Chair or Co-chair.
2. Activities: Within the guidelines of the above-stated purposes and functions, the council shall determine its business and activities. The council, however, shall not become directly involved with the internal administration and operation of CRW.
3. Vacancies or Resignations: In case of a vacancy, the Director shall request the appropriate organization to appoint a replacement. Should the Chair or Vice Chair position become vacant, the council will elect a replacement from the membership, as soon as possible, to complete said term.
4. Meetings: The council will meet monthly, August through May, unless deemed necessary by the Chair and Vice Chair. Special meetings may be called by the Director, Chair or by two-thirds of the membership.
5. Proxy Voting: Vote by proxy will be permitted under the following conditions:
  - a. The request must be submitted in writing to the Chair prior to the beginning of the regularly scheduled meeting.
  - b. The request must list the name of the proxy and must be signed by the member requesting proxy.
  - c. The request must identify those items for which proxy vote is permitted and the date when proxy vote will be permitted.
  - d. All proxy requests must be maintained as part of the official minutes.
  - e. The proxy must NOT be a voting member of the Board.

- f. The proxy must be a member of the same constituency as member proxy is voting for.
- 6. If Council member without a proxy, three meetings within a one-year period or two consecutive meetings, then the Director of Recreation may request that the constituency group name a new representative.
- 7. A quorum shall consist of 8 votes of the total membership (15 members) of the Advisory Council.
- 8. In the event of a tie vote, the Director or His/her proxy may cast a vote.