

**The Bylaws of the Distinguished Speakers board
At The University of Colorado at Boulder**

Preamble

The Distinguished Speakers Board was established in the Spring of 2003 by Legislative Council Bill #7. The Distinguished Speakers Board was established so that the growth of the intellectual community at the University of Colorado at Boulder may be fostered to the greatest extent.

Article I. Statement of Purpose

The mission of the distinguished Speakers Board is to bring speakers of the highest caliber who will intellectually stimulate the student body and surrounding communities. This series will be composed of a diverse group of individuals who represent a variety of worldviews. Ultimately, we shall enlighten, inspire, and educate both students and the community by bringing some of the world's greatest minds to the University of Colorado at Boulder campus.

Article II. Name

The name of this organization shall be the University of Colorado Student Union Distinguished Speakers Board. The University of Colorado Student Union Distinguished Speakers Board shall here and after be referred to as "the Board." The University of Colorado Student Union shall hereafter be referred to as "UCSU."

Article III. Governance

A. Membership and Operations

1. In order to facilitate a speaker's series in the interest of the entire student body, the Board recognizes the value of diversity among its members. The board shall not discriminate on the basis of ethnicity, religion, race, color, creed, age, sex, sexual orientation, physical disability, political or moral persuasion, or any other basis that would abridge the applicant's civil or constitutional rights.

2. The Board will advertise for and interview applicants for membership no less than once each calendar year. Newly elected members shall assume office running a term from May 1 through April 30 of each calendar year.

B. Composition of the Board: the board shall be composed of nine voting members and three ex-officio members.

1. **Student Voting Members:** The board shall consist of nine student voting members. The voting members shall consist of one UCSU executive appointment, one UCSU legislative appointment, and seven (7) students-at-large.

These members shall be selected by the Board and all shall be subject to ratification by the UCSU Legislative Council for a term of one year.

2. **Ex-officio Members:** The board shall consist of three (3) ex-officio members. They shall consist of one member from Cultural Events board, Program Council, and the University Memorial Center (UMC). All ex-officio members are appointed by the incumbent board and serve for an indefinite term.
- C. **Quorum:** Quorum shall consist of at least five (5) voting members including an acting chair.
- D. **Filling of Vacancies:** The Board shall use the same process for recruitment should the need to fill a vacancy arise.

Article IV. Officers

A. **Chair**

1. **Eligibility, Election, Term of Office**

The presiding office of the board shall be the Chair. This person shall be a fee-paying student, elected from within the Board by a two-thirds majority of voting members. The Chair shall serve a term of one year, subject to re-election. The UCSU Legislative Council must ratify the Chair.

2. **Specific Process for Removal/Replacement**

The Chair may be removed from his/her position by a two-thirds vote of all voting members of the Board. In the case of his or her death, resignation, removal or inability to discharge the powers and duties of the office, the Vice-Chair shall become the Chair of the Board. The Tri-Executives shall subsequently appoint a new Vice-chair. If any of the aforementioned cases are applicable to the Vice-Chair, then the Chair shall make an appointment of the Vice-Chair position, filling out the term of the previous office-holder.

3. **Duties of the Chair**

- a. The chair must be present at all Board meetings
- b. The Chair shall be responsible for representing the Board on the Executive Cabinet of UCSU and thus be designated as the executive appointment.
- c. The main duties of the Chair shall be to actively search for a broad array of distinguished speakers throughout the year, retain the background and financial information of said speakers, head up negotiations with the speaker and his/her agents, book speakers and finalize contractual agreements, secure venues and space for speaking engagements, and report on the status of the Board to the Executives and the Legislative Council President.

- d. The Chair of the board shall preside over meetings, oversee all event logistics, provide proper speaker information to the Board, serve as signer of the Board account, appoint and coordinate subcommittees, ensure that all proposals received by the Board receive just consideration, and carry out all other duties as specified by the Bylaws.
 - e. The Chair shall be a voting member of the Board but shall cast his or her vote after all eligible Board members have voted, and only in the case of a tie-vote.
 - f. The Chair shall take care of the installation of a Chair-elect by April 1 of each year, train this person for the duration of at least one month, during which the Chair-elect shall serve on a volunteer basis.
 - g. The Chair shall take care that these Bylaws and subsequent directives be faithfully executed.
4. Compensation
The chair shall receive a fortnightly stipend of \$125.00, two-thirds of which come from the UCSU executive staff fund and the other one-third from the Board fund.

B. Vice Chair/Fund-raising Liaison

- 1. Eligibility, Election, Term of Office
The Vice-chair/Fundraising Liaison will be a fee-paying student hired by the Board by a two-thirds majority of voting members and ratified by the UCSU Legislative Council. Such person shall serve a term not to exceed one year, subject to re-appointment and re-ratification. The process for removal shall be the same procedure as with the Chair.
- 2. Duties of the Fundraising Liaison
 - a. The Vice-chair/Fundraising Liaison shall serve as a voting member of the Board.
 - b. The Vice-chair/Fundraising Liaison shall acquire funding outside of UCSU for events. This shall include but not be limited to corporate sponsorships, naming rights, and gifts to the Board.
 - c. The Vice-chair/Fundraising Liaison shall act as Chair of the board in the event of a conflict of interest or absence of the Chair, and remain completely capable to perform the duties of the Chair should the need arise.
 - d. The Vice-Chair/Fundraising Liaison shall maintain optimal working relations with the CU Foundation and the University Administration including the President and Chancellor's offices, and fulfill all further duties as specified by the Bylaws.
- 3. Compensation
The Vice-Chair/Fundraising liaison shall be paid a fortnightly stipend of \$100 through the Board fund, approved by the Chair.

C. Secretary/Public Relations Director

1. Eligibility, Election, Term of Office

The Secretary will be a fee-paying student hired by the Board by a two-thirds majority of voting members and ratified by the UCSU Legislative Council. Such person shall serve a term not to exceed one year, subject to re-appointment and re-ratification. The process for removal shall be the same procedure as with the Chair.

2. Duties

- a. The Secretary/Public Relations Director shall serve as a voting member of the Board.
- b. The Secretary will take impartial minutes of every meeting to be provided for approval at subsequent meetings. Upon gaining approval, these records must be submitted to the appropriate people in both the UCSU and SOFO offices within 72 hours of the meeting. These records will be kept in the UCSU office.
- c. The Secretary shall serve as the Chief of Public Relations. This individual will serve as the contact for students, community, and the media. In addition, this student shall head the advertising approved by the Board.
- d. The Secretary shall be responsible for ensuring that protocol and rules are observed at meetings, schedule Board meetings, and prepare the agenda. In addition, the Secretary shall serve as the Board's historian
- e. The Secretary will be responsible for updating and distributing changes to Bylaws, notifying all Board members of upcoming meetings and events, and any other duties the Board deems necessary.

D. Treasurer

1. Eligibility, Election, Term of Office

The Treasurer shall be a fee-paying student hired by the Board by a two-thirds majority of voting members and ratified by the UCSU Legislative Council. Such person shall serve a term not to exceed one year, subject to re-appointment and re-ratification. The process for removal shall be the same procedure as with the Chair.

2. Duties

- a. The Treasurer shall serve as a voting member of the Board.
- b. The treasurer shall serve as Budget Director for the Board. This student shall work in conjunction with the vice Chair/Fundraising Liaison in the financial realm, and will solely be responsible for maintaining the budget of the Board and, in conjunction with the Chair to prepare the budget in accordance with the budgetary

policies of UCSU. The Treasurer shall also make reports to the UCSU Finance Board as needed.

- c. The Treasurer shall serve as a co-signer on the Board's account with the CU Foundation. The Treasurer will also fulfill any other duties the Board deems necessary.

3. Compensation

The Treasurer shall be paid a fortnightly stipend of \$75.00 through the Board fund, approved by the chair.

E. Student-at-Large Members

1. Eligibility, Election, Term of Office

The student-at-large members shall be fee paying students selected by the Board by two-thirds of voting members and ratified by the UCSU Legislative Council. Such people shall serve a term not to exceed one year, subject to re-appointment and re-ratification. The process for removal shall be the same procedure as with the Chair.

2. Duties

- a. The students-at-large shall serve as voting members of the Board.
- b. The students-at-large members shall serve as the voice of students on the Board, fulfilling duties as delegated by the officers of the Board and any other duties as specified by the Bylaws.

3. Compensation

The students-at-large shall not be paid positions, but shall discharge their positions on a volunteer basis.

F. Ex-Officio Members

1. Eligibility, Election, Term of Office

The Ex-officio members of the Board shall be the Chair of the Cultural Events Board, the Director of Program Council, and a UMC Staff Member. Such people shall serve a term not to exceed one year, subject to re-appointment and re-ratification after being hired by the Board by two-thirds of voting members.

2. Duties

The UMC Staff member shall provide input on event logistics, and the members from program Council and the Cultural Events board will dispense advice and act as liaisons between their boards and DSB.

3. Compensation

The Ex-officio members shall not be paid positions, but shall discharge their positions on a volunteer basis.

Article V. General Conduct and Policies of the Board

- A. Standing Subcommittees: The Board as needed, shall establish any subcommittees, supplying directives to said committees as needed.
- B. Board Meetings
1. The officers of the Board, the UMC appointment, the Cultural Events Board appointment, and the Program Council appointment shall meet every Wednesday night during the fall and spring semesters at 6 p.m.
 2. The students-at-large members shall meet with the Board every other Wednesday night during the fall and spring semesters at 6 p.m.
 3. the officers of the board shall meet on a fortnightly basis during the summer session at a time and place designated by the chair of the Board.
 4. At meetings the Board is not open for suggestions from student groups, other cost centers, university colleges or the public at large. All Board decisions shall be made at formal meetings. Special meetings shall be decided upon as needed by a majority vote of the Board, and such meetings shall be advertised and posted at least 48 hours prior to said meetings
- C. Public Records
The records of the Board shall be a matter of public record. The Secretary shall ensure that copies of the minutes of the Board meeting shall be distributed to the Board members and the UCSU front office. The Secretary and chair shall approve the prior week's meetings each week. The Chair shall ensure that all meeting minutes are available to any student upon request.
- D. Quorum
Quorum shall consist of at least five voting members including an acting chair. No Board decisions shall be made without quorum.
- E. Attendance of Members
If a voting member has more than one consecutive unexcused absence from a Board meeting, or more than four meeting absences per semester he/she shall be subject to removal by a two thirds vote of the board. The approval of the Chair is required for an excused absence, and this designation must be sought at least 24 hours prior to Board meetings, barring extenuating circumstances. The Secretary shall keep an accurate attendance record.
- F. Proxy Voting
Any voting member may proxy his/her vote in his/her absence. The proxy must be designated to and approved by the Chair. A voting member may only assign a

proxy three times in one semester unless otherwise approved by a two-thirds vote of the Board.

G. Vacancies, Resignations, and Replacement of Members

Vacancies shall be filled as needed in accordance to Article III D, in a timely manner. An ex-officio or voting member of the Board shall notify the Chair of their intent to resign from the Board at least two regularly scheduled meetings prior to his/her resignation. The transition and replacement procedures shall begin immediately upon notification.

H. Conflict of Interest

Board members shall abstain from votes involving other organizations with which they are involved. The Board is a non-political board, and shall not adhere to any political ideology. The Board's decisions must be made with the best interests of the student body in mind.

I. Complaints

There shall be a complaint process regarding Board events and Board members, whether by students, administration, the public, or other Board members. Someone wishing to levy a complaint shall first contact the Chair of the Board. If the complaint is not dealt with in a satisfactory way, the next step would be to contact the Tri-executives. After this point if it is felt that a specific law or article of the Constitution has been violated, a complaint should be lodged with the UCSU Appellate Court.

J. Standing Rules and Definitions

1. There shall be an internal evaluation by the Board after each and every speaking event.
2. The Distinguished Speakers Board shall not fund a speaker within 5 years of a previous campus visit.
3. Emergency meetings shall be called as needed by the Chair.
4. The Distinguished Speakers Board shall not fund first-class airfare for any Board member
5. Student Groups cannot receive funding from the Distinguished Speakers Board.
6. The Board's goals shall be set at the first official meeting of each fall semester.
7. There shall be an annual review of the Bylaws by September 1 of each year.
8. There shall be a recommendation list compiled by the Chair for the subsequent Board by May 1 of each year.
9. The Board shall generate ten percent of their annual budget or \$15,000 whichever is less, during each calendar year.

Article VI: Activities and Other Events

- A. **Activities and Other Events**
An official Board activity shall be so-called after a two-thirds vote by the Board voting members.

- B. **Ticket Distribution Policy**
 - 1. Any fee-paying University of Colorado at Boulder student may obtain two tickets to a Board event for free with a valid University of Colorado at Boulder ID at a designated distribution area.

 - 2. Any person who is not a fee-paying University of Colorado at Boulder student must pay for a ticket to a Board event at a price set by the Board before tickets begin to be distributed.

 - 3. The scalping of tickets from Board events is strictly prohibited.

- C. **Special Ticket Distribution Policy**
 - 1. Two tickets to each Board event are reserved per Board member.

 - 2. One ticket is reserved per current Tri-Executive and Legislative Council President.

 - 3. If there are co-sponsoring organizations, one ticket is reserved for the head of each co-sponsoring organization. The number of tickets allocated to the co-sponsoring organization, if any, shall be determined by the Chair and Vice-Chair.

Article VII: Amendments

- A. Amendments to the Bylaws shall be proposed in Writing by any voting member at any meeting.

- B. All amendments shall then be discussed in open debate at the next general meeting.

- C. Once debate on the amendment has closed, the amendment shall move to a vote. A two-thirds vote of all eligible members of the Board shall be required for passage. Once passed, the amendment shall be forwarded to the UCSU Legislative Council for Approval. A two-thirds vote of the UCSU Legislative Council is necessary to adopt the Bylaw amendment adopted by the Board.

Approved by Legislative Council 9/13/07
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