

The University of
North Carolina *at*
Chapel Hill

Carolina Union By-Laws

Adopted April 1989 and
amended November 2020



CAROLINA
UNION

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THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

Carolina Union By-Laws

1. Mission.

The Carolina Union creates safe, inclusive, and educational experiences that enable students to maximize their time at Carolina.

2. Purpose.

The Carolina Union (hereinafter “the Union”) is an organization of students, professional staff, and part-time student staff at the University of North Carolina at Chapel Hill (hereinafter “the University”) who provide co-curricular programs, services, and facilities to all members of the campus community. The many co-curricular programs, services, and facilities supported by the Union are developed and operated with a focus to serve the students whose fees fund our organization. Therefore, they are intended to impact the intellectual and experiential climate of the University and provide opportunities for campus members to engage in debate, conversation, interaction, and learning. The Carolina Union creates community through the work and leadership of students, volunteers, over 160 student employees, and full-time staff.

3. Scope.

The rules contained in these By-Laws will govern the Union Board of Directors (hereinafter referred to as “the Board”), the Executive Director of the Union in their capacity as the Board’s executive officer, the Board Chair, and all committees and sub-committees of the Union, provided they do not conflict with the regulations of the University. All actions taken by the Board shall be in congruence with the University’s policy statement on non-discrimination.

4. Board of Directors.

4.1. Duties.

The Board will have the following duties and responsibilities, subject to all University policies, including Facilities Use:

1. Selection of the Board Chair;
2. Participation in the selection of the Executive Director;
3. Review, evaluation, and approval of Union finances;
4. Long range planning for the Union, including consideration and recommendation of necessary fee increases to the appropriate parties;
5. Establishment of Union policies with regard to facilities use, programming, finances, and such other areas as the Board deems appropriate; and
6. Final arbitration of disputes arising over Union policy/membership.

4.2. Membership.

Any member may designate in writing to the Chair of the Board prior to any meeting a substitute to act on their behalf.

4.2.1. Carolina Union Executive Director.

The Executive Director will be a non-voting member of the Board.

4.2.2 Chair-Select.

The Chair-Select shall serve a term of one year. The Chair-Select will be a non-voting member of the Board.

4.2.3 Designated Student Members.

The following individuals will serve as designated members of the Board by virtue of their title and shall serve a term of one year. They may designate in writing to the Chair of the Board prior to any meeting a substitute to act on their behalf.

1. Chair of the Board (non-voting)
2. President of the Carolina Union Activities Board (hereinafter “CUAB”), who shall also serve as Vice Chair
3. President of the Undergraduate Student Government
4. President of the Graduate and Professional Student Federation
5. One (1) representative of the Graduate and Professional Student Federation
6. Speaker of Undergraduate Senate
7. President of the Residence Hall Association
8. President of the Carolina Athletic Association

4.2.4 Chair Appointments.

Two (2) students shall be appointed by the Chair of the Board, provided the appointer will appoint two representatives each year for a one year term. They must be registered full-time students not scheduled to graduate prior to the conclusion of their term. They may designate in writing to the Chair of the Board prior to any meeting a substitute to act on their behalf.

4.2.5 Carolina Union Student Employee Appointment.

One (1) Carolina Union Student Employee shall be selected by the Carolina Union Board of Directors Membership Committee from an application process open to any registered, full-time student who is employed by the Carolina Union not scheduled to graduate prior to the conclusion of the term they are to serve. Selection is made by the current year Board of Directors if there is more than one application submitted. If there is only one application submitted and the person is qualified, the Board Chair can appoint the Student Employee. The Appointed Carolina Union Student Employee will come prepared to every meeting to provide updates regarding student employment in the Carolina Union. Selection of this position should be made by the second meeting of the Board in the fall semester.

4.2.6 Student Member-at-large Appointments.

Two (2) students shall be selected by the Carolina Union Board of Directors Membership Committee from an application process open to any registered, full-time student not scheduled to graduate prior to the conclusion of the term they are to serve. Selection is made by the current year Board of Directors by the second meeting of the Board in the fall semester.

4.2.7 Appointed Student Organization Representatives (one year).

Four (4) student organizations (four designated each year during the month of August by the incoming board chair to serve one year terms), will appoint one representative each to be members of the board provided each appointer will appoint a representative for a one-year term and provided only registered, full-time students not scheduled to graduate prior to the conclusion of these terms will be appointed. The Carolina Union Board of Directors seeks membership that will enable the Union to create an environment where all students respect each other regardless of age, color, creed, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation or veteran status. The appointment of student organizations to the Board will be based on the following criteria:

- **Representation.** The Board should consider the number of students represented and the programming conducted by the organization.
- **Vitality.** The Board should consider the organizations past campus involvement and the amount of anticipated involvement.
- **Diversity.** The Board should consider the ability of an organization to speak on behalf of under-represented voices in Union Programming and the campus community.

4.2.8 Faculty and Staff Members.

Two (2) faculty and two (2) staff members (two appointed each year to serve one year terms) appointed by the Chancellor, or their designee, will be members of the Board, provided the Chancellor will appoint one of two nominees proposed by the student members of the Board for each open position, and provided faculty members may succeed themselves once, if re-nominated by the incumbent student members of the Board, without reappointment by the Chancellor.

4.2.9 The Union Tenants.

One (1) representative from each of the following Departments shall serve on the board for as long as they are tenants within the physical Carolina Union space and facilities:

- A.P.P.L.E.S
- Carolina Dining Services
- Student Legal Services

4.3 Tenure of Office.

4.3.2 General.

Members of the Board will serve from the close of the annual meeting in April until the close of the annual meeting one or two years hence as applicable, unless their terms are interrupted by resignation or removal from office.

4.3.3 Removal.

Student members of the Board will be removed on termination of registered, full- time status. Any faculty, designated member, and any appointed student organization representative may be removed by a three-fourths vote of the Board on a motion by any member in the event they have missed three or more meetings per year without sending an official proxy (designated to the Chair) on their behalf.

4.3.4 Vacancies.

Vacancies arising due to resignation or removal from office will be filled without delay in accordance with the normal appointment procedure appropriate to the vacancy being filled, except those parts of the procedure concerning the time of appointment.

4.4 Officers.

4.4.2 Chair.

The Chair of the Board will have the principle duties of outreach to the greater University promoting and championing student life and the Union philosophy, presiding at Board of Directors meetings, appointing committees and leadership, and supporting and advising the Union leadership team.

4.4.3 Vice Chair.

The Vice Chair of the Board will have the principle duties of serving as the Carolina Union Activities Board President, attending all board meetings, assisting the Chair as needed, and presiding for the Chair at Board meetings when,

1. The Chair is absent,
2. The Chair wants to debate,
3. A personal motion about the Chair is made.

4.5 Standing Committees.

Long Range Planning Committee and Finance Committee report to the full board on alternating weeks, following the schedule established by the Board Chair prior to the first fall semester Board meeting. The Long Range Planning Committee and Finance Committee report to the full board on alternating weeks, following the schedule established by the Board Chair prior to the first fall semester Board meeting.

4.5.2 Long Range Planning Committee.

4.5.2.1 Duties.

The Chair of the Committee, elected by the full Board at the first regular meeting of the year from the student membership of the Committee, will call meetings and prepare agendas for the Committee and ensure that the Committee

1. Works with the Executive Director to anticipate change - be it in the physical plant, philosophy, or services - and plans for it accordingly;
2. Looks at the Union in terms of a long range perspective and considers long-range planning; and
3. Advises the Board regularly as to its actions and opinions.

4.5.2.2 Membership.

The Committee will be composed of the Executive Director, the Board Chair, the Chair-Select, a full-time staff member from the Carolina Union Event Services, the CUAB Advisor, and the following four members elected to a one-year term by the Board at its first meeting: two faculty members and two student members.

4.5.3 Finance Committee.

4.5.3.1 Duties.

The Chair of the Committee, elected by the full Board at the first regular meeting of the year from the student membership of the Committee, will call meetings and prepare agendas for the Committee and ensure that the Committee

1. Approves the Carolina Union and CUAB budgets each Spring semester and guarantees responsible management of all Union finances;
2. Forecasts potentially necessary changes in financial planning, including necessary fee increases, and recommends them to the Board and the Executive Director; and
3. Reports to the Board matters of concern including the approved budget and significant expenditures authorized by the Executive Director.

4.5.3.2 Membership.

The Committee will be composed of the Executive Director or their designee, the Board Chair, the Director of Business Services for the Union, CUAB Finance Chair, Undergraduate Student Government President, GPSF President, a faculty member elected to a one-year term by the Board at its first meeting, and two student elected to one-year terms by the Board at its first meeting.

4.5.4 Space Allocation Committee.

4.5.4.1 Duties.

The Chair of the Committee, elected by the full Board at the first regular meeting of the year from the student membership of the Committee, will call meetings and prepare agendas for the Committee and ensure that the Committee

1. Coordinates with the Board Chair the annual allocation of student organizational workspace and storage space;
2. Reviews all appeals for student organization workspace and storage space and makes recommendations to the Board;
3. Annually reviews the designation of student organization workspace and storage space; and
4. Reviews the current use of student organization workspace and storage space.

4.5.4.2 Membership.

The Committee will be composed of the Executive Director or their designee, the Board Chair, a faculty member elected to a one-year term by the Board at its first meeting, and two student members elected to one-year terms by the Board at its first meeting.

4.5.5 Membership Committee.

4.5.5.1 Duties.

The Designated Student Members of the Board will serve as the Student Organization Membership Committee for their term, chaired by the outgoing Board Chair. The committee Chair will call meetings and prepare agendas for the Committee and ensure that the Committee:

1. Oversees an application process where all student organizations can seek to become members of the Board; and
2. Makes recommendations to the full Board for vote as to which student organizations should become members of the Board pursuant to the criteria delineated in the By-laws.

4.5.5.2 Membership.

The Committee will be composed of the Designated Student Members of the Board, outgoing Chair of the Board, and the Chair-select.

4.5.6 Ad-Hoc Committees.

4.5.6.1 Duties.

Creation of any and all ad-hoc committees will be at the discretion of The Board. Duties will be laid out by the Chair of the Board and the ad-hoc committee in partnership with the Board members.

4.5.6.2 Membership.

These Committees will be composed of select student members of the Board, the Executive Director, and relevant Union Staff and Employees. For impartiality, these committees will be chaired by one (1) of the Student Members-At-Large or their designee(s).

4.6 Procedures.

4.6.2 Quorum.

Quorum at all meetings of the Board will consist of a majority of the voting members. Any act of a majority present at a meeting at which there is a quorum will be an act of the Board, except where otherwise provided in these By-Laws

4.6.3 Regular Meetings.

Regular meetings will be held at least once per month during the months of August, September, October, November, December, January, February, March, and April based on the academic calendar. The Board may, at any meeting, cancel the meeting for the next month.

4.6.4 Special Meetings.

Meetings may be called by the Chair or on written request of six (6) members of the Board. All members will be duly notified of the time and place of meetings.

4.6.5 Annual Meeting.

The Annual Meeting will be the transition meeting of the Board and will be held the last regular meeting prior to final examinations in the spring semester. Outgoing members of the Board and Carolina Union Activities Board will be recognized.

5. Carolina Union Executive Director.

5.1. Accountability.

The Executive Director will report to the Vice Chancellor for Student Affairs and will also report to the Board as its Chief Executive Officer.

5.2. Duties (BOD).

As Chief Executive Officer of the Board, the Executive Director, subject to all University policies, will:

1. Implement the policies of the Board and establish additional policies on such matters as the Board deems appropriate;
2. Provide support for CUAB and assistance for independent programming;
3. Submit to the Finance Committee for amendment and approval the Union's operating budget;
4. Promote the Union and its services;
5. Report expenditures to the Finance Committee on a regular basis; and
6. Submit any proposal for a non-recurring expenditure from the Frank Porter Graham Student Union Building Fund in excess of \$10,000 to the full board for approval.
7. As a member of the staff in Student Affairs, the Executive Director will manage Union facilities, personnel matters, and financial operations, and implement general University policies in Union affairs.

5.3. Selection.

The Executive Director will be appointed by the Vice Chancellor for Student Affairs with the concurrence of the Chancellor. Three (3) candidates, in order of preference, will be nominated by a Search Committee appointed by the Vice Chancellor for Student Affairs in consultation with the Board Chair. One half of the Search Committee must be students and a majority of these students must be members of the Board. The Board Chair will be a member of the Search Committee.

6. Chair of the Carolina Union Board of Directors.

6.1. Duties.

The Chair will author the annual “Report from Union Board Chair to Chair-Select and members and their successors” prior to the Annual Meeting. This informal report will address pending business, issues, and concerns of the outgoing Chair, Board of Directors, and CUAB, highlighting the significant accomplishments of the year. The Chair will also perform the duties delegated to that office elsewhere in these By-Laws and by the Board.

6.2. Stipend.

The Chair will receive a \$2,000 stipend. This stipend will be distributed in 10 Monthly installments.

6.3. Selection.

6.3.1. Eligibility.

Any currently enrolled, Carolina Union Operating Fee paying student, in good academic and judicial standing with the University whose GPA is 2.5 for undergraduate students and a grading standard above probation for graduate and professional students.

6.3.2. Screening.

The Board will appoint a committee to screen applicants for Board Chair and to assist the Board in the selection process. The committee will include the incumbent Board Chair as well as other student and faculty representation. The committee will advise applicants whom it feels are not qualified that they cannot be recommended by the committee, but applicants so notified may appear before the Board if they so desire. The board will make its final decision during its designated interview day during the spring semester. The successful candidate will be confirmed before the April Board Meeting.

6.3.3. Final Selection.

All recommended applications should appear before the Board, which will vote, a simple majority being required for selection. The Board’s selection will be designated Chair-Select until the close of the April Board Meeting.

6.4. Removal from Office

The Chair and Chair-Select may be removed from office by a three-fourths vote of the membership of the Board at any regular meeting, provided this intention is announced at least one week previously at a regular meeting of the Board.

6.5. Vacancies

In the event of a vacancy in the office of Chair due to resignation or removal from office, the Vice Chair will serve as Acting Chair until a search can be conducted and the Chair replaced in accordance with the rules above except those regarding time of selection. In the event of a vacancy in the office of Chair-Select due to resignation or removal from office the Board will conduct a search to replace the Chair-Select in accordance with the rules above except those regarding time of selection.

7. Carolina Union Activities Board (CUAB)

7.1. Duties

CUAB receives approximately \$350,000 in student fees annually to provide diverse cultural, educational and social opportunities for students outside the classroom. It is the primary responsibility of CUAB to determine the direction and focus of events funded by these fees.

7.2. Membership

CUAB will be led by the President of CUAB and composed of chairpersons, each of who organizes a committee of student volunteers to select and produce programs in a specific area.

7.2.1. President of the Carolina Union Activities Board.

The job of president is to preside over CUAB, oversee the work of the chairpersons who make up the board, and serve as the ambassador for CUAB to the Carolina Community. Such a role requires much time, effort, responsibility, and enthusiasm. The president wears many hats and is essential to the overall health and functionality of a vital organization to campus life. The CUAB President will also serve as the Vice Chair of the Board of Directors.

7.2.1.1. Selection.

The President of the CUAB will be selected by a selection committee consisting of all members of CUAB, the Union Executive Team, three student delegates of the Board of Directors, the Director of Student Life & Leadership and the Student Activities Program Coordinator who serves as the CUAB Advisor.

7.2.1.2. Stipend.

The President of CUAB will receive a \$2,000.00 stipend. This stipend will be distributed in 10 monthly installments.

7.2.2. Carolina Union Activities Board Member Selection.

CUAB members will be selected at the discretion of the CUAB President-Select in the spring preceding the beginning of their term.

7.2.3. Term of Office.

The confirmed CUAB members will take office with the President-Select at the close of the Annual Meeting, though discussions concerning possible programs and activities to be presented during the following academic year should begin immediately following selection.

7.2.4. Removal from Office

The President of CUAB may be removed from office with a three-fourths vote of the CUAB members and then a majority vote from the Board of Directors following input from the Director of Student Life & Leadership and Student Activities Program Coordinator at any regular meeting of the Board, provided this intention is announced at least one week previous to a regular meeting of the Board. The President of CUAB will be allowed to present their position but must recuse themselves from the vote. If removed, position will be filled in accordance with the above procedures except those regarding time of selection.

8. Permanent Art Collection.

All pieces of work selected by the designated CUAB President must be approved the Carolina Union Board of Directors before purchase and installation.

8.1. Approval of Permanent Art Collection Pieces.

8.1.1. Membership.

The Collection Committee will be composed of a student Chair to be named by the CUAB President-select, students, and non-student advisors. A majority of the Committee seats will be held by students. The CUAB President and the Executive Director will serve as ex-officio members of the Committee.

8.1.2. Selection.

The Chair of the Collection Committee will be selected in the spring semester by the CUAB President-select. Student and non-student seats on the Committee will be chosen by the Collection Committee Chair and the CUAB President-select following an open application and interview process and confirmation by the Board of Directors. Any registered, full-time student may apply for an interview.

8.1.3. Term of Office.

The confirmed Collection Committee members will take office with the CUAB President-Select at the close of the Annual Meeting, though discussions concerning the Collection should begin immediately following selection. Length of term on the committee will be one year.

8.1.4. Removal from Office.

Student members of the Committee will be removed on termination of registered, full-time status. Any member may be removed by a three-fourths vote of the members of CUAB on recommendation of any member of the board.

9. Amendment Procedures.

These By-Laws may be amended at any regular meeting of the Board by a vote of three-fourths of the membership of the Board, provided the amendment was submitted in writing at least one (1) week previously at a regular or special meeting of the Board. Membership amendments require a formal process with Student Government.

10. Adoption.

These by-laws were adopted in April 1989 and amended in: February 1990, April 1999, January 2007, and November 2011, December 2014, April 2016, November 2020.

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For more information regarding the Carolina Union By-Laws, please contact:

Carolina Union, carolinaunion@unc.edu.