

Constitution of the HUB-Robeson Advisory Board

HUB-Robeson Mission Statement

As centers of University community life, the HUB-Robeson Center complements the academic experience by helping students develop understanding, skills, attitudes, and values essential for success in life and at the University as responsible citizens. To this end, the Center offers students opportunities in leadership, social responsibility, citizenship, and volunteerism, as well as a forum for the cultural, educational, and social involvement of all students at Penn State. The Center strives to provide an environment that fosters respect, values all individuals, appreciates diversity, and celebrates the contribution of all; the Center exists as a place for all citizens of the Penn State Community. We emphasize the need to recognize that the University community is diverse in age, culture, and ethnicity, and that all members contribute to the advancement of society.

Paul Robeson Cultural Center Mission Statement

Paul Robeson Cultural Center (PRCC) functions as a forum for the cultural enrichment, educational development, and social advancement of all students at our multi-campus land grant university. The Paul Robeson Cultural Center provides opportunities for students to explore knowledge and opinions and to develop skills and reflect on attitudes, beliefs, and values essential for meaningful participation within society as responsible citizens in a diverse global community.

Article I: Name and Purposes

Section A. **Name.** The name of the board shall be the HUB-Robeson Advisory Board.

Section B. **Purposes.** In conjunction with the missions and goals of the HUB-Robeson Center, the purposes and powers of the Board shall be to:

1. Represent students, faculty, staff and community members served by the HUB-Robeson Center.
2. Consult with and advise the Directors in policy and procedure matters including fee structures for rental of space and equipment, new sources of income, existing building procedures related to use of the building, relationships with Union Street Market Place, and new programs and services.
3. Consult with and advise the Directors in evaluations of programs, services, and facilities. Review results of such evaluations and recommend action or give advice concerning the results.
4. Participate in the search committee and interview process when hiring a Director.
5. Review annual reports for the HUB and Paul Robeson Cultural Center and recommend action or give advice concerning the reports.

Article II: Membership

Section A. **Composition.** The Board shall consist of 20 members, plus the HUB and PRCC Directors. All but the directors and the secretary shall have equal and full voting powers. Any student registered for six or more credits is eligible for a position on the Board. The composition of the Board will consist of one student representative from each of the following:

Council of Commonwealth Student Government (CCSG) (1)
Graduate Student Association (GSA) (1)
University Park Undergraduate Association (UPUA) (1)
University Park Allocations Committee (UPAC) (1)
One student employee each from the HUB and the PRCC (2)
International Student Council (ISC) (1)
Undertones representative (1)

NAACP representative (1)
APAC representative (1)
Latino Caucus representative (1)
Faculty (2)
Community (1)
PRCC (1)
Student Activities (1)
Housing and Food Services (1)
At Large Student Body (3)

Section B. **Selection.** Members shall be selected or appointed as follows:

1. Representatives of CCSG, GSA, UPUA, and UPAC, shall be appointed yearly by their respective organizations.
2. Representatives of the HUB and PRCC student staff shall be appointed, one each, by the Director of Union and Student Activities and the Director of the PRCC.
3. Representatives of ISC, Undertones, NAACP, APAC and Latino Caucus, shall be appointed yearly by their respective organizations.
4. Representatives from the faculty shall be appointed by the Faculty Senate.
5. Community
6. Representative of the PRCC full-time staff shall be appointed yearly by the Director of the Paul Robeson Cultural Center.
7. Representative of the HUB full-time staff shall be appointed yearly by the Director of Union and Student Activities.
8. Representative from Union Street shall be appointed by the Director of Housing and Food Service.
9. At-large representatives from the student body will be recruited, interviewed and selected by the already seated members of the Board.

Section C. **Term of office.** The term of office for all members of the Board ends at the end of Spring Semester. Yearly it is the responsibility of CCSG, UPAC, GSA, UPUA to appoint their representative to the new board. Terms of the remaining student members can exceed one year and members may serve successive terms if deemed appropriate by the Board. Preparation for appointments, elections and selection shall begin and be completed before the end of Spring Semester. The term of new members of the Board begins in the Fall Semester.

Section D. **Vacancies.** In the event of a vacancy created by ineligibility, resignation, or removal (see Section E), or incapacitation of a representative, the Board shall appoint a new representative from the appropriate constituency to serve the remainder of the unexpired term.

Section E. **Duties.** All members shall attend meetings of the Board. In the event of two or more unexcused absences per term, the Chairperson shall bring up the matter of removing the absent member from the Board at the next meeting.

Article III: Officers

Section A. **Titles and Duties.** The officers of the Board shall be the Chairperson (a student) and the Secretary (USA Director Staff Assistant).

1. The Chairperson shall:
 - a. convene and preside over Board meetings.
 - b. appoint all members of committees or task forces developed by the Board.
 - c. meet regularly with the Directors to develop an agenda for monthly meetings.
2. The Secretary shall:
 - a. take and prepare minutes of all meetings.
 - b. disseminate minutes.
 - c. notify members of meetings.

Section B. **Election.** Nomination(s)/volunteer(s) for the Chair position can/shall be made by the second meeting of the new Board. Nominations must be made from among the student members of the Board. If the majority of the members agree, the person volunteering for the position will become chair. If more than two names are received the Board shall elect the Chair from among those nominated by secret ballot. Results will be announced prior to the second meeting.

Article IV: Committees

Section A. **Purpose.** Committees exist to facilitate the work of the Board. All actions of committees are subject to review and approval by the Board.

Section B. **Purview.** The Board shall designate on an ad hoc basis any committees as may be necessary to the business of the Board, including but not limited to Office Assignments, Operations, Programs, Equipment/Furnishings/Facilities, and Evaluation.

Section C. **Duties and composition.** The duties and composition of the committees shall be determined by the Chairperson in consultation with the Directors. All Board members shall be eligible to serve on a committee.

Section **Quorum.** A majority of the members of any committee shall constitute a quorum for conducting the committee's business.

Article V: Meetings

Section A. **Frequency.** The Board will meet a minimum of six times per year.

Section B. **Quorum.** A majority of all voting members shall be necessary for the Board to conduct business.

Section C. **Voting.** A simple majority of those voting members present shall be necessary to approve motions.

Section D. **Notice of Meetings.** Five days prior notice shall be given for meetings.

Article VI: Rules of Procedure

Section A. **Order of business.** The agenda of the meeting shall be:

1. call to order
2. open student forum
3. approval of minutes
4. old business
5. new business
6. open discussion period
7. adjournment

Section B. **Minutes.** Minutes of meetings shall record official actions taken and provide a summary of reports and pertinent discussion. All minutes constitute an open record of Board activities. All motions and vote tallies will be recorded.

Section C. **Special Meetings.** Special meetings of the Board may be called by the Chairperson. Notification shall be sent by e-mail or telephone at least three calendar days before the day of the meeting.

Article VII: Amendments

These regulations may be amended at any meeting of the Board by the affirmative vote of a majority of those members present and voting, provided a notice describing the proposed amendment is sent to the entire Board membership ten days in advance of the meeting.

CONSTITUTION OF THE HUB-ROBESON ADVISORY BOARD

2008-2009