ADVISORY BOARD BY-LAWS

Current Revision Amended on March 31st, 2020 per Resolution R55-42
## TABLE OF CONTENTS

| Mission Statement, Background                  | Pg 3          |
| ARTICLE I. BOARD RESPONSIBILITIES              | Pg 4          |
| ARTICLE II. MEMBER QUALIFICATIONS              | Pg 4          |
| ARTICLE III. MEMBERSHIP                        | Pg 4          |
| ARTICLE IV. BOARD CHAIRS AND AT-LARGE MEMBERS  | Pg 5          |
| ARTICLE V. LENGTH OF TERMS                     | Pg 7          |
| ARTICLE VI. MEMBER DISMISSAL AND RESIGNATION   | Pg 7          |
| ARTICLE VII. MEETING PROTOCOL                  | Pg 8          |
| ARTICLE VIII. VOTING PROCEDURE                 | Pg 8          |
| ARTICLE IX. AMENDMENTS                         | Pg 10         |
MISSION STATEMENT

Anteater Express is a committed team of Anteaters dedicated to providing safe, reliable, and cost-conscious transportation. We do this with the highest quality of customer service delivered with pride, passion, and spirit, which we call “Bus Love”.

BACKGROUND

The Bus Love Initiative is a quarterly, undergraduate student fee of $8.00 that will increase annually in accordance with the 2013 Anteater Express Bus Love Initiative Referendum. The Initiative shall only fund routes that are not contractually mandated by the university. Currently, only the American Campus Communities (ACC) routes are contractually mandated by the university. All money raised through the Initiative shall be spent in accordance with the approval of the Bus Love Initiative Advisory Board, AKA: Board. Funds left unallocated at the end of each year will go into a reserve account to be administered by the following year’s Board.
ARTICLE I.
BOARD RESPONSIBILITIES

Section A. Make an attempt to attend all meetings.

Section B. Follow ASUCI Code of Ethics and UCI Student Conduct.

Section C. Accommodate the needs of students.

Section D. Approve the Bus Love budget annually.

Section E. Bus Love survey

1. The Board must release an annual survey to the UCI undergraduate population in order to help gain knowledge of student priorities and concerns in relation to Anteater Express.

Section F. Outreach to students every quarter to inform them and maintain transparency.

ARTICLE II.
MEMBER QUALIFICATIONS

Section A. All student members of the Board must meet a minimum 2.0 cumulative GPA or higher on a 4.0 scale and be registered as a matriculated UCI, undergraduate student during their term in office with tuition and student fees (including ASUCI fees) paid for each academic quarter (fall, winter, spring) the student is registered. Board members shall forfeit their office immediately upon being ineligible.

Section B. All career/contract staff of the Board must be currently employed by UCI. Board members shall forfeit their office immediately upon being ineligible.

Section C. All student members of the Board shall be a registered student in good standing as determined by the Registrar, not on University disciplinary probation, and in University compliance with the UCI Code of Conduct. Board members shall forfeit their office immediately upon receiving any of these items.

ARTICLE III.
MEMBERSHIP

Section A. The Board shall be comprised of the following voting members

1. Student Representatives

   a. Three (3) At-Large Student Representatives to be appointed by the ASUCI Internal Vice President.
i. This may increase based upon the student population.

2. Current elected ASUCI Internal Vice President or designee.

3. Executive Director of Student Government Student Media or designee.

4. One (1) Finance & Administration representative as designated by the Vice Chancellor of the Division of Finance & Administration.

5. One (1) housing representative as designated by the Resident Housing Association (RHA).

6. Anteater Express
   a. One (1) full-time employee of Anteater Express as designated by the Executive Director of Student Government Student Media.
   b. One (1) Anteater Express student employee as designated by the Executive Director of Student Government Student Media.

7. American Campus Communities
   a. One (1) representative from American Campus Communities as designated by the Director of American Campus Communities.

8. Disabilities Service Center
   a. One (1) representative from the Disabilities Services Center as designated by the Director of the Disabilities Services Center.

9. ASUCI Senate
   a. A Senator elected by the Senate through a majority vote.

ARTICLE IV.
BOARD CHAIRS AND AT-LARGE MEMBERS

Section A. Bus Love Initiative Advisory Board Chair

1. Election Process
   a. At the beginning of each academic year, the Board shall elect a Chair through an election process.
   b. A two-thirds (2/3) vote is required to elect a member to be Chair.
c. Chair shall be elected within the first three (3) weeks into the academic year.

2. Roles/Responsibilities

a. Serves as the official representative of the Board.

b. Serves as coordinator for the Board, maintaining functions of the Board by, but not limited to, creating the agendas, correspondence, publicity, and meeting places for every meeting.

c. Calls on special meetings with a majority approval of the Board.

d. Must conduct interviews to fill in vacancies with Vice-Chair.

3. The Board Chair will be paid a quarterly, minimum stipend of $500.00

a. An increase may be approved for the following academic year by the current year’s Board of no more than 5%.

Section B. Bus Love Initiative Advisory Board Vice-Chair

1. Election Process

a. At the beginning of each academic year, the Board shall elect a Vice-Chair through an election process.

b. A two-thirds (2/3) is required to elect a member to be Vice-Chair.

c. Vice-Chair shall be elected within the first three (3) weeks into the academic year.

2. Roles/Responsibilities

a. Serves as the Chair during the meeting if the Chair of the Board is not present.

b. Assist Chair in any way, shape or form if needed assistance.

c. Conducts interviews to fill in vacancies with the Chair.

d. Responsible for the minutes for every meeting.

3. The Board Vice-Chair will be paid a quarterly, minimum stipend of $333.00
a. An increase may be approved for the following academic year by the current year’s Board of no more than 5%.

Section C. Should a vacancy occur for the Board position of Chair and/or Vice-Chair, nominations shall take place at the next meeting following notification and elections at the following meeting thereafter.

Section D. If an At-Large member is a Chair or Vice Chair, only one (1) stipend will be paid at the choice of the member - either the elected position stipend or the At-Large stipend, but cannot be both.

1. All At-Large Student Representatives, during their terms, will receive a quarterly, minimum stipend of $100.00.

2. An increase may be approved for the following academic year by the current year’s Board of no more than 5%.

ARTICLE V. LENGTH OF TERMS

Sections A. All terms, including additional appointments on the Board, shall last one (1) academic school year or from the time appointed until the end of the current academic school year spring quarter.

ARTICLE VI. MEMBER DISMISSAL AND RESIGNATION

Section A. Subject for Dismissal

1. Excessive, unexcused absences from meetings in such a board member does not show up to 51% meetings at that time of the current academic year.

   a. Absences must be reported/excused prior to the scheduled meeting time.

2. Dismissal included in items noted in Article II.

3. Student members appointed by ASUCI may be removed by a majority vote of the Bus Love Advisory Board based upon future document procedures and non-activity.

   a. ASUCI Senate will be informed of the resignation or removal of student members.
Section B. Resignations

1. A member may resign at any given time or moment for any reason without being explicit.

2. Any resignations must be given to the Chair and Vice-Chair in writing and signed immediately.

ARTICLE VII.
MEETING PROTOCOL

Section A. Quorum set at 51% of current membership, majority of membership.

Section B. Meetings

1. All scheduled meetings, whether regular, special, etc., must be made aware to all members.
   a. Meetings are closed to non-board members, unless invited by a member of the Board, whereas the Board is made aware of in advance. Members must announce invitations a meeting prior to the Board for approval.
   b. Regular Meetings
      i. Location and time are subject to change every quarter during the academic year based on every member’s availability in cooperation with the Chair.
   c. Special Meeting
      i. Chair calls upon and is subject to a majority approval by the Board.

2. Attendance will be recorded.
   a. Absences shall be defined as not present for three-fourths (¾) of the meeting.

3. Every meeting will be conducted to follow Robert’s Rules.
   a. Every motion placed onto the floor must follow a second, this includes, but not limited to:
      i. Voting
      ii. Amending
iii. Table/Postpone

Section C. Potential Committees

1. Committees will be formed if deemed necessary by a two-thirds (⅔) vote by the Board.

2. Committees will last until the end of the quarter of the current academic school year unless the Board votes for an extension by a two-thirds (⅔) vote.

ARTICLE VIII.
VOTING PROCEDURE

Section A. Voting Procedures

1. All members of the Board, in good standing, shall have full voting rights and privileges.

2. Abstentions are considered non-votes, meaning refraining from voting; does not count towards either yes or no, but will count towards the total number of votes.

3. Voting may be done through roll call or acclamation during meetings.

4. Voting by call may be allowed in necessary circumstances with the approval of the Chair.

Section B. Proxies

1. All votes made by proxy must be cast to the Chair.
   a. The number of votes by proxy is limited to two (2) votes per term.
   b. The Vice Chair is responsible for the record of these votes.
   c. Votes are in-valid if not all members cast their vote.

2. Not allowed in regards to budget/monetary or board membership.
ARTICLE IX.
AMENDMENTS

Section A. Amending Guidelines

1. A motion must be placed onto the floor and another member must second.
   a. The Chair and Vice-Chair are responsible for all Amendments.

2. All Amendments to these By-Laws will be subject to a majority vote of the Board and a two-thirds (2/3) voting approval of the voting members of Senate.