The Theodore S. Stern Student Center is the hub of campus life for all members of the College of Charleston community, including students, faculty, staff, alumni, and visitors. The Stern Center provides a central place for students and others to learn, interact and relax while becoming more closely connected to the campus. The Stern Center contributes directly to the educational mission of the College by providing co-curricular opportunities and encouraging participation in educational, social and recreational activities. It also contributes to the success of student organizations and provides services and resources for the entire campus community.

The Stern Center Advisory Board serves as an integral component in the management of the Theodore S. Stern Student Center and the opinions and advice of representatives of the campus community are solicited through this body. The Board will consider matters related to the operation, programs and resources of the Stern Student Center, including:

*Review and revision of guidelines/procedures related to the Stern Student Center
*Building hours and scheduling calendar for the facility
*Space allocations
*Policies and procedures for space reservations and usage by on and off-campus groups
*Major renovations or aesthetic changes to the facility
*Marketing and promotion of Stern Center facilities, services and resources
*The assessment of customer satisfaction with services and programs offered by the Stern Student Center
*Support of institutional sustainability efforts

The Stern Center Advisory Board will discuss and vote on recommendations related to these and other related topics. Recommendations will be forwarded to the Associate Director for Student Life Operations and the Director of Student Life.
Article 1. NAME

Section 101. The name of the board shall be the Stern Student Center Advisory Board.

Article 2. PURPOSE

Section 2.01 Purpose
The Stern Student Center Advisory Board (referred to hereafter as the Board) will help determine the role of the student center in the life of the campus as well as building usage and operations. The board will work with the Associate Director for Student Life Operations and Director of Student Life in formulating and executing the above mentioned duties.

Article 3. MEMBERSHIP

Section 3.01 Membership
The Board will consist of twelve (12) members. These will include nine (9) voting members

Section 3.02 Membership Distribution
Membership of the Board will be comprised of appointed members of various constituencies that are associated with the Stern Center, selected at-large members and individuals that serve in an ex-officio capacity. Board members must be able to serve a one-year term, beginning August 15 and continuing through April 30 of the following year.

1 student member appointed by Student Government Association
1 student member appointed by Graduate Student Association
1 student member appointed by Cougar Activities Board
1 student member appointed by the Greek Council
1 student member appointed by Multicultural Student Programs and Services
1 student member appointed Stern Center Student Staff
1 faculty member appointed by Faculty Senate
1 staff member appointed by Dining Services/Aramark
1 administrative staff member appointed by the Executive Vice President for Student Affairs
1 student member appointed by Cistern Yard Media (ex-officio)
1 Associate Director for Student Life Operations (ex-officio)
1 Director of Student Life (ex-officio)

A Chair will be elected annually from the voting membership. Responsibilities of the Chair shall include:
* Set agendas for all meetings (with recommendations from the Associate Director for Student Life Operations)
* Call and preside over Stern Center Advisory Board meetings
* Appoint a Secretary to keep minutes from each meeting
* Vote only in the event of a tie.
Section 3.03 Term of Service
The term of service shall be for a period of one academic year, beginning August 15 and continuing through April 30 of the following year. Any member may remain on the Stern Center Advisory Board for consecutive terms, pending appointment by their respective organization/department.

Any member who resigns from the Advisory Board before the end of his/her term of service shall be replaced by that member’s constituent group within 10 days of his/her resignation.

Section 3.04 Eligibility
In order to be considered for appointment, student members must have a cumulative 2.5 GPA and maintain this standard throughout their term of office. They must also be in good standing with the College and shall not be found in violation of the institution’s Code of Conduct or Honor Code during their term. Inability to fulfill either of these requirements will result in the individual being removed from office. Faculty/staff representatives must be full-time employees of the College of Charleston.

Article 4. MEETINGS

Section 4.01 Scheduling of Meetings
The Stern Center Advisory Board shall meet once a month during the academic year (September, October, November, January, February, March, April) on a consistent day of the week.

The Chair shall call meetings, create the agenda and forward materials for the meeting to all members of the Advisory Board prior to each scheduled meeting.

Additional meetings may be scheduled at the request of any two (2) members of the Advisory Board.

Section 4.02 Rules of Procedures
The rules and definitions contained in Robert’s Rules of Order New Revised, or its latest edition, shall be utilized at all meetings.

Section 4.03 Open Meetings
All meetings will be open to the College of Charleston community.

Section 4.04 Minutes
Once approved by all voting members of the Advisory Board, minutes from meetings will be posted online (via the Stern Center website).

Article 5. AMENDMENTS

Section 5.01 Amendments
This Constitution may only be amended at any regularly scheduled meeting of the Advisory Board by the affirmative vote of a simple majority of the voting members of the Board.

Last updated April, 2013