

EVENTS ADVISORY COUNCIL
Mission Statement and Bylaws

KUTZTOWN UNIVERSITY
Kutztown, PA 19530

MISSION

In support of the University's mission, the EVENTS ADVISORY COUNCIL makes recommendations for policies and guidelines for the scheduling of all events/activities in the University-wide reservation system. Each spring, through the early registration process, the council reviews reservation requests for and oversees the approval process of the schedule of events for the following year.

The Events Advisory Council reports to the University Senate

BYLAWS

I. COMPOSITION AND TERMS OF APPOINTMENT

A. Composition

- Director of Conference Services – Permanent Committee Chairperson
- Faculty Representative from College of Visual and Performing Arts, Appointed by the Committee on Committees
- Faculty Representative At Large, Appointed by the Committee on Committees
- Representative from Student Involvement
- Representative from Residence Life
- Representative from Athletics Department
- Representative from Registrar's Office
- Representative from Schaeffer Auditorium
- Student Representative from Student Government Board
- Representative of the McFarland Student Union Building Operations (ex-officio)
- Director of KU Presents (ex-officio)
- Director of Recreational Services (ex-officio)
- Chief of Police (ex-officio)

B. Terms of Appointment

- The following appointments will have permanent membership on the Event Advisory Council:
 - Director of Conference Services
 - Representative from Student Involvement
 - Representative from Residence Life
 - Representative from Athletics Department
 - Representative from Registrar's Office
 - Representative from Schaeffer Auditorium
 - Representative from Visual and Performing Arts
- Faculty Representative At-Large will serve for staggered 2-year terms. This representative is appointed by the Committee on Committees through the University Senate.
- Student Representative from Student Government Board will have a one-year term.

- The Representative from the McFarland Student Union Building Operations, Director of KU Presents, Chief of Police, and the Director of Recreational Services will have indefinite terms.

II. DUTIES

A. Duties of Committee Members

- Review bylaws of Events Advisory Council annually.
- Attend meetings on a regular basis. Inform chairperson if you cannot attend a meeting and find a representative from your constituency to replace you for that meeting.
- Perform committee duties as assigned.
- Provide regular feedback to your appropriate constituency.
- Determine annual Early Registration Process procedures (date, process, priority lists) and work with Committee to share with the campus community.
- In Spring Semester, once all early registration reservation requests have been received, work to determine approval or denial for all requests.
- To help make policy regarding scheduling of campus venues through the centralized reservation system.

B. Duties of the Chairperson

- Distribute bylaws to the members at the meeting in the fall semester for review.
- Ensure that the work of the Committee is implemented.
- Distribute meeting minutes to members one week after a meeting has taken place.
- Schedule meetings and set agendas for each of the meetings.
- Committee members may request an end of year letter of recognition from the Chairperson for the purposes of promotion or employment.
- Provide a written report of actions taken with accompanying policy recommendations (if any) to the University Senate.
- Coordinate any electronic voting as needed.

III. MEETINGS

A. Meeting Frequency

- The Events Advisory Council will meet once in the Fall Semester and 2-4 times in the Spring Semester as needed.

B. Meeting attendance requirements

- Members are required to attend all meetings.
- Members who cannot attend a meeting must determine a substitute from their constituency and have them attend.
- Members who miss two regularly scheduled meetings (without notice or representation) in any given semester may be assumed to have withdrawn from the committee and will be replaced.

IV. VOTING

A. All members of the EAC have voting privileges with the exception of the four ex-officio members (The Representative from the McFarland Student Union Building Operations, Director of KU Presents, Chief of Police, and the Director of Recreational Services)

B. Electronic voting is acceptable for decisions needed to be made when meetings are not scheduled. The Chairperson will be responsible for coordinating any electronic voting.

V. AGENDA

- A. The agenda shall consist of the following order of priority (recommended):
- Call to Order
 - Approval of Minutes
 - Announcements
 - Old Business
 - New Business
 - Adjournment

VI. RULES OF ORDER

- A. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order this committee or University Senate may adopt.
- B. A quorum will consist of a simple majority of voting members of the full committee. A quorum is needed to hold meetings and conduct business.
- C. In order to have a vote, there must be a quorum.
- D. Amendment of the Bylaws shall require a two-thirds majority of the voting membership.

Revised: 12/11/23 JG