

### 1.13. Student Dining Board of Directors

#### BOARD OF DIRECTORS: CHARTER

Scope: All Dining Locations operated by Carolina Dining Services with the exception of Friday Center to include Lenoir, Chase, Alpine Bagel, Wendys, Alpine Deli at Thruston Bowles , Beach Café, Delivery Services Café McColl, Campus Catering, Meal Plans, and Campus Snack Bars

#### Responsibilities:

1. Formulate and implement policies that will achieve the university's food service goals.
2. Review the Annual Plan, which includes budgets, operating hours, menus and staffing needs. Make appropriate and reasonable recommendations.
3. Assist in the design and development of new or renovated dining service facilities.
4. Assess and advocate student dining service needs.
5. Educate the student population regarding on-campus dining services.
6. Assist in the evaluation and selection of dining service contractors.

#### Membership: A total of 16 members

- 2 - SGA Appointed Undergraduates
  - 2 - Residence Hall Association Members
  - 2 - Graduate / Professional Students
  - 4 - Members-at-Large from Campus Student Body
  - 1 – Student Chair elected from the committee
- University Food Service Director, Auxiliary Services
  - General Manager, Carolina Dining Service
  - Marketing Manager, Carolina Dining Service
  - Director, Carolina Union
  - Director, University Housing and Residential Life

#### Procedural:

1. Chair: elected by SDB from its student membership.
2. Meetings: Weekly during the academic year.
3. Decisions: By consensus if possible, otherwise by majority vote of quorum.
4. Any member must have been present for at least 2/3 of the regular meetings in a semester to vote in that semester.

## OPERATIONAL GUIDELINES FOR THE STUDENT SERVICE BOARD OF DIRECTORS

1. Membership: The board shall consist of 15 voting members. The term of appointment shall be from the first day of class until the last day of class during the academic year.

1.1 Voting Student Members: All student members must be registered, full-time students. The following students will be voting members of the Board.

- 1.1.1. Student Body President or designee shall appoint two students to serve on the Board.
- 1.1.2. The Residence Hall Association President or designee shall appoint two students to serve on the board.
- 1.1.3. The Graduate and Professional Student Federation President or designee shall appoint two students to serve on the board.
- 1.1.4. At-large Student Members: the board may appoint four students (undergraduate or graduate) who have expressed an interest in being involved in campus dining to participate on the board.
- 1.1.5 A student Chair person elected by the committee. If a student from the committee does not want to participate in the following year as a Chair-person then applications will be accepted by the new committee in the following year and elected.

Term Limits: No upper limit on term length. Graduate students must commit a minimum of one year. It is the responsibility of each organization to send representatives to the board. Reasonable effort will be made to remind organizations to send membership; however, should members not come, the board can be filled with Students-at-Large to a maximum of 16 board members.

Meal Plan Participation on the Board: meal plan participants on the board must be equal to or greater than the percentage of students on meal plans compared to the overall campus population  
i.e. 25,000 student enrollees with 5,000 meal plan holders = 20% of the board must have meal plans.

1.2 Voting Non-Student Members:

- 1.2.1. The University Food Service Director.
- 1.2.2. The General Manager of Carolina Dining Service.
- 1.2.3. The Marketing Manager of Carolina Dining Service.
- 1.2.4. The Director of Housing and Residential Life: He or she may designate in writing prior to their term a designee to act in his/her behalf.
- 1.2.5. The Director of the Carolina Union: He or she may designate in writing prior to their term a designee to act in his/her behalf.

### 1.3. The Chairperson of the Board

- 1.3.1. Elections: The chairperson will be elected by the membership of the Board. At a scheduled meeting in the spring semester of each year, the board will elect a new chair from the interested candidates that are interested in returning the following year. If there are no interested candidates then applications will be solicited from students interested in servicing on the board in the Fall Semester and the Board will entertain applicants at the first board meeting in the Fall Semester. To be elected, the Chair shall receive a majority of the votes of a quorum of all voting members.
- 1.3.2. Responsibilities of the Chair: The chair will have the following responsibilities: 1) The Chair will facilitate all Board meetings. 2) The Chair will call emergency meetings of the Board when needed. 3) The chairperson of the board may represent the student-side of dining services for all meetings, functions, etc. that requires board representation or designate a student board member to perform this function. 4) The chair may make executive decisions in the absence or unavailability of the board in good faith with the counsel of the University Food Service Director and General Manager of Carolina Dining Service.

## 2. Procedures

### 2.1. Regular Meetings

- 2.1.1. Frequency: The Board shall meet at least once a week while school is in session or as directed by the Chair. In order to fulfill the mission of the Board it is necessary to meet frequently to guarantee input in necessary decisions.
  - 2.1.2. Determining Time: At the beginning of each semester the Board shall set the time and date for all meetings.
  - 2.1.3. Emergency Meetings: The Chair will have the power to call emergency meetings. He or she must inform all members 24 hours prior to the start of the meeting.
- 2.2. Quorum: Quorum at all meetings of the Board shall consist of a majority of all eligible voting members.
- 2.3. Voting: All matters shall be decided by consensus when possible. Otherwise decisions will be made by a majority vote of quorum of members present.
- 2.4.1. Eligibility: To be eligible to vote one must have attended at least 2/3 of all previous regular meetings. If a member is not eligible to vote he or she may still take part in any and all discussions and board matters, except election of Chair.

2.5. Removal from Office: Any member or the Chair of the Board may be removed from office for failing to perform expected duties, including missing meetings. A 2/3 vote of all members is needed to censure, suspend, or expel any member.

2.7 Attendance: It is expected that committee members will attend all meetings; however, it is understood that uncontrollable events or other commitments may prevent members from attending all meetings. Members who plan to miss a meeting should make every reasonable effort to contact the chair person to inform/him/her and if representing an organization make every reasonable effort

to provide a proxy. With that said members who miss more than x meetings in a semester, may be removed from the board with a 2/3 vote.

## 2.6. Amending the By-laws

- 2.6.1. Adherence to the Charter: These by-laws are subject to the guidelines laid out in the Board's charter. No item in the by-laws may conflict with the charter.
- 2.6.2. Amendment: Any item of this document can be amended with a 2/3 vote of all eligible voting members, provided it does not conflict with the charter.

