

## **SUSC Operating Guidelines**

### **Article I. Statement of Purpose**

The Stevenson Union Steering Committee is responsible for general policies, plans and procedures for the operation of the Stevenson Union. The membership will act as an advisory board to the SU Director in carrying out the student body's vision, including, but not limited to, the following:

Providing a forum to assess the needs and issues of the SU  
Develop immediate and long-term plans for maximizing building usage  
Increase the experiences and services offered through the SU  
Create positive development opportunities for students, staff and faculty

### **Article II. Rules Concerning Operational Guidelines**

These operational guidelines shall be enforced in all operations of the SU Steering Committee, but do not supersede the ASSOU Bylaws, Constitution, Oregon meeting laws, or the Oregon Administrative Rules. These operational guidelines may be modified or suspended by the committee by a two-thirds vote.

### **Article III. Membership**

#### **Section I. Composition**

The membership of the Stevenson Union Steering Committee shall be 5+ students, one of whom must be the Stevenson Union Senator, who shall be committee chair.

### **Article IV. Duties of the Committee**

#### **Clause I.**

The committee shall Schedule regular meetings in accordance with Oregon Public Meeting Laws, and publish meeting minutes and documents to the campus community and to allow for public input and access.

#### **Clause II.**

The committee shall develop a mission statement for the Stevenson Union, review historical as well as existing issues, develop strategic long-term plans with the aid of the SU Building Manager and monitor the success of those plans.

#### **Clause III.**

The committee shall implement regular evaluation of SU space and

services, program regular surveys of the campus.

**Clause IV.**

The committee shall create programs that encourage greater interaction between faculty, staff and students and actively engage the greater campus community.

**Clause V.**

The committee shall operate closely with the SUAC, offering proposals and suggestions when appropriate.

**Clause VI.**

Committee attendance policies in the ASSOU Bylaws which normally apply to Senators shall apply to all members of this committee, including non-Senators.

**Article V. Meeting Minutes**

**Clause I.**

The minutes of all committee meetings shall be sent by the committee secretary promptly to the committee members for review after each meeting.

**Clause II.**

A record of all regular and special meetings, including minutes and supplemental information, shall be maintained by the committee, made available upon request and filed with the Student Affairs office by the committee secretary.

**Article VI. Relationship with the Stevenson Union Director**

**Clause I.**

The SUSC shall work closely with the Stevenson Union Director in all matters concerning the operations of the Stevenson Union.

**Clause II.**

The Stevenson Union Director shall update the committee at each meeting as to any and all circumstances present and shall be available to clarify any questions the committee may have.

**Clause III.**

The SUSC is a representative body for the ASSOU and the entire SOU community. The SUSC, as a standing committee of ASSOU is empowered by the shared governance policy, as enforced by the Oregon Legislature, to aid in the decision making processes of the Stevenson Union.

**Clause IV.**

As the designated manager of the Stevenson Union, it is understood that the Director holds knowledge of history, possibility and procedure, and therefore shall be an integral part of the training of the committee.