UNIVERSITY COMMITTEE CHARTER

Committee: Bookstore Advisory Committee

Background and History: The committee was chartered in the early 1990's to advise the manager of the Bookstore on the policies and operations of the store.

Classification/Terms of Appointment: The Bookstore Advisory Committee will be a Finance and Operations division standing committee. The charter will be reviewed annually each fall by the vice president for Finance and Operations to determine its continued need or any necessary charter update or amendment.

Formal Charges: The Bookstore Advisory Committee will be advisory to the vice president for Finance and Operations on all issues relating to policies and operation of the UND Bookstore.

Reporting Channels/Procedures: The committee reports to the vice president for Finance and Operations.

Membership: The committee will be composed of eleven members and will include:
- 3 faculty members recommended by the University Senate for a 3 year term
- 1 Dean recommended by the Provost for a 1 year term
- 1 representative from Division of Student Affairs recommended by vice president for Student Affairs for a 2 year term
- 3 students
  * 2 recommended by the Student Body President for a 1 year term
  * 1 recommended by the Association of Residence Halls (ARH) for a 1 year term
- 1 staff member recommended by the Staff Senate for a 2 year term
- Contract Administrator
- Bookstore Manager

Appointment: All members will be appointed in writing by the vice president for Finance and Operations.

Membership Terms: Committee membership will be reviewed annually.

Officers: The committee chair will be elected by committee.

Subcommittees: Specific task-oriented subcommittees may be appointed by the chair from time to time as need dictates and may include other University personnel.

Relationship to other University Committees: This committee will take into account and work closely with all University and other administrative and student standing committees relevant to Bookstore issues.

Frequency of Meetings: This committee will meet twice annually – once in the fall semester
and once in the spring semester – but may meet more frequently if situations warrant a special called meeting by the chair.

**Notice of Meetings/Meeting Agenda and Support Material:** A two-week written notice of all regularly scheduled meetings will be mailed to all committee members along with agenda and appropriate supportive information.

**Committee Minutes:** Minutes of committee meetings will be kept and distributed to all members.

**Committee Reports:** Committee reports and recommendations will be prepared and appropriately distributed as ongoing committee activities dictate. The committee will prepare an annual report of its activities for the vice president for Finance and Operations.

**Staff Support:** Direct staff assistance to the committee will be provided through the office of vice president for Finance and Operations.

**Meeting Quorum:** A simple majority will constitute the necessary quorum for conduction of official business.

**Amendment to this Charter:** Should any amendment to this charter be required, the appointing official will work closely with the committee chair in deriving amendments suitable to all parties and the amended charter will be competed, signed, and issued with all possible haste. When initiative for such amendment comes from the committee, a written request from the chair to the appointing official will be required.

This University committee charter is effective as of September 1, 2001.
Revisions made January 2010.

Robert O. Kelley
President

Alice C. Brekke
Vice President for Finance and Operations