

# Student Activities Board of Lynchburg College Constitution

Revised November 2007; Approved March 2008

## ARTICLE I

The official name of the organization shall be the Student Activities Board of Lynchburg College.

## ARTICLE II

### PREAMBLE:

We, the members of the Student Activities Board (SAB), strive to provide the campus community with diverse programs of a cultural, social, educational, and recreational nature through the efforts of students who actively plan, implement, and evaluate programs.

SAB exists for the betterment of the Lynchburg College Campus community as a whole and to remain responsive to student attitudes, interests, and needs. It also provides programs that reflect and respond to those interests and needs and aid in the social, intellectual, and moral development of the members of the College community.

SAB shall not be discriminatory in terms of race, sex, religion, age, sexual orientation, social status, physical abilities, or ethnic & cultural background.

## ARTICLE III GENERAL STUDENT ACTIVITIES BOARD MEMBERSHIP

### Section A

The voting membership of the Student Activities Board shall be open to full-time undergraduate students at Lynchburg College. These positions are broken down into the following categories: 9 executive board members/chairs. Additionally, any student (including part-time) may hold non-voting affiliated committee member status.

### Section B

In order to participate in SAB, a member must be in good standing, both social and academic, as defined in the *Hornet*, and meet the required SAB Grade Point Average (see Article IV). A member must also agree to abide by the regulations set forth in the Office of Student Activities Student Leader Agreement Form.

## ARTICLE IV EXECUTIVE BOARD

### Section A Membership

The members of the Executive Board shall be the President, Vice-president, Secretary/Treasurer, Public Relations/Marketing Coordinator and the chairs for the following committees: LC Expanded, O.P.E.N., Traditions, Mainstage, One Night Stand, and the SAB Advisor, the latter serving as an ex-officio member.

### Section B Qualifications

1. The President and chairs may not hold an executive board position within the Student Government Association or within IFC/PC/PHC. They may not hold the position of a Resident Assistant.
2. The President, Vice-president, Secretary/Treasurer, Public Relations/Marketing Coordinator and chairs must be undergraduate students at Lynchburg College who have been voting members of SAB for one year, have an overall GPA of 2.50, and have received a positive performance evaluation for the previous semester.
3. The President, in addition to the above qualifications, must have served a minimum of one semester as a Vice-president, Secretary/Treasurer, Public Relations/Marketing Coordinator or Chairperson. In the event that no candidate meets the requirements just stated, candidacy for President will be open to all active SAB members. The President may not hold the position of President within a fraternity or sorority during the term they preside as SAB President.

### Section C Responsibilities

The Executive Board shall have the following functions and/or responsibilities:

1. Review and update Constitution and organizational policies.
2. Review and evaluate the progress of committees and other committee chairs.
3. Assist in the coordination of leadership development, retreats, and workshops for the general board.
4. Form ad hoc committees.
5. All members of the Executive Board shall have voting privileges, the president only in case of a tie.

## **Section D Officers**

### **I. President**

1. Call and chair regular and special meetings of the General and Executive Boards and maintain active membership roster.
2. Serve as official representative of the organization when needed (Board of Trustees, President's Council, etc.).
3. Represent the organization at President's Council meetings and report the proceedings at SAB meetings.
4. Coordinate communication between SAB and various other campus organizations.
5. Maintain a schedule of a minimum of 9 office hours/week to be held in the SAB office. Majority of hours should be during normal business hours (8:30a – 5p)
6. Meet weekly with the SAB Advisor.
7. Prepare and distribute weekly agenda.
8. Compile and distribute monthly SAB Stall Walls.
9. Manage organizational activities and events like recognition, membership recruitment, campus-wide publicity, and the end of year banquet.
11. At each SAB event alternate “point person” for committee chairs with the President and Secretary/Treasurer.
12. Coordinate the Executive Board selection process, including notification of all applicants following election/selection
13. Serve as marketing coordinator for committee chairs and events. Developing yearly marketing plan and process for chairs and committees to follow.
14. Other duties as assigned.

### **II. Vice-president**

1. Act as chairperson of the General Board meetings. In the absence of the president, act as chairperson at the Executive Board Meetings.
2. Maintain a schedule of a minimum of 7 office hours/week to be held in the SAB Office. Majority of hours should be held during normal business hours (8:30a – 5p).
3. Assume the presidential responsibilities in the event that he/she is unable to fulfill his/her responsibilities.
4. Assist the Director of Student Activities to coordinate and organize all SAB trainings and retreats.
5. Coordinate recognition/motivational events for the organization on weekly and/or monthly basis.
6. Act as interim chairperson when necessary.
7. Coordinate the evaluation process of the committee chairs.
8. At each SAB event alternate “point person” with the President and Secretary/Treasurer.
9. Coordinate and chair bi-monthly committee chair meetings.
10. Oversee the responsibilities of the chairs, including committee meetings; event planning and accurate record keeping (event files).
11. Coordinate SAB table for Club Fair Day, working collaboratively with the Office of Student Activities in the organization of the event.
12. Coordinate SAB's participation with Open Houses and other recruitment activities.
13. In conjunction with the Secretary/Treasurer, update SAB display board.
14. Attend committee meetings when needed.
15. Other duties as assigned.

### **III. Secretary/Treasurer**

1. Maintain organization membership rosters and contact information.
2. Maintain accurate attendance of SAB membership, including board meetings and office hours.
3. Request weekly attendance records of committee meetings from committee chairs.
4. Update members on number of absences at weekly board meetings.
5. Compile Board minutes and post/email within 3 business days after the weekly meetings.
6. Oversee maintenance and updating of SAB webpage and provide camera at each event.
7. Maintain a schedule of a minimum of 7 office hours/week to be held in the SAB Office. Majority of hours should be held during normal business hours (8:30a – 5p).

8. Coordinate SAB social events (including end of the year dinner, holiday party, intramural activities, etc.)
9. Maintain accurate records of SAB budget activities. Program proposals for committee chairs cannot be approved without budget consent of Secretary/Treasurer.
10. Meet bi-weekly with Organization and Accounts Manager/Office Manager (Deborah Brown) to review SAB accounts.
11. Meet bi-weekly with Committee Chairs to review budget management.
12. Complete necessary paperwork for petty cash vouchers, reimbursements, and check requests in cooperation with Organization and Accounts Manager/Office Manager and Director of Student Activities.
13. Assist in the revision of SAB forms and manuals, working with Organization and Accounts Manager/Office Manager and Director of Student Activities, as necessary.
14. Work with the Graduate Assistant of Weekend Programming to create the monthly calendar of events.
15. At each SAB event alternate "point person" with the President and Vice-president.
16. Other duties as assigned.

#### **IV. Publicity and Marketing Coordinator**

In addition to the responsibilities in Article V, the Publicity and Marketing Coordinator shall work with this committee to:

1. Publicize and promote SAB and its programs with the assistance of the Publicity Committee, as well as other committees, through the use of appropriate media, including flyers, table tents, banners, posters, My LC Advertising and articles and advertisements in the Critograph and Current.
2. Serve as a contact point with the Lynchburg College Public Relations Office for appropriate SAB events.
3. Assist committees in developing new publicity ideas.
4. Work with the Graduate Assistant of Weekend Programming to create the monthly calendar of events and distribute appropriately.
5. Develop annual marketing plan for SAB.
6. Establish in cooperation with the SAB vice-president, a publicity timeline for SAB events.
7. Inform SAB general board about and abide by the LC Posting Policy.
8. Create and revise the SAB brochure, as well as update materials used at Open House events, Club Fair Day, etc. in cooperation with Secretary/Treasurer.
9. Coordinate the selection of t-shirt design ideas for all SAB events/activities.
10. Meet weekly with the committee chairs regarding publicity for their events.
11. Work with Committee Chairs to create welcome packs for artists.

#### **ARTICLE V COMMITTEES**

##### **Section A Committee Chairs**

Shall be made up of Mainstage, One Night Stand, Traditions, LC Expanded and O.P.E.N. (Options Enjoyable Nights). Responsibilities of the chairs include, but are not limited to the following:

1. Chair regular committee meetings, encouraging campus participation.
2. Meet weekly with SAB Advisor and/or his/her designee and discuss minutes and agenda of committee meetings and upcoming events.
3. Maintain committee roster and encourage and support the active participation of any LC student with the endeavors of SAB.
4. When appropriate, delegate committee/program responsibilities to committee members encouraging equitable experiences for all active members.
5. Schedule and maintain 6 office hours/week, four of which must be between 8:30a - 5pm, Mon - Fri.
6. Coordinate performance evaluations of SAB by artist and turn into G.A. for Weekend Programming
7. Maintain budgets and financial requests necessary for events that fall under the responsibility of their committee and meet bi-weekly with the Secretary/Treasurer.
8. Attend Fall Training and mandatory SAB events and/or activities

9. Give accurate reports of committee planning and activities at ~~executive board~~ general board meetings.
10. Work cooperatively with all other SAB committees and campus organizations.
11. Fulfill other responsibilities as outlined in Article VI.
12. Maintain accurate attendance at SAB committee meetings and events.
13. In conjunction with the SAB Advisor and Executive Board members, create event sign-up grid for each semester to coordinate members' attendance.
14. Actively develop one "cultural" event per committee for each semester.
15. Maintain a file of information for each program idea, including relevant implementation data, budget information and program evaluations.
16. Send Welcome Packs to artists prior to events.
17. Other duties as assigned.

### **I. Mainstage**

In addition to the responsibilities in Article V, Section A, the Mainstage Chair shall work with this committee to:

1. Plan and present a variety of large events (either in scale or due to popularity of artist) for the campus community including bands, speakers\*, comedians, etc.
2. Plan and present a variety of programs addressing cultural, entertainment, and social issues.
3. Maintain a file of information for each program idea, including relevant implementation data, budget information and program evaluations.
4. Coordinate press packets of potential entertainment and Keep tapes & CDs neat and organized in SAB office.
5. Complete an attendance report and program evaluation of each event.
6. Meet bi-weekly with Secretary/Treasurer for budget management.

### **II. One Night Stand**

In addition to the responsibilities in Article V, Section A, the One Night Stand Chair shall work with this committee to:

1. Select and coordinate the showing of a regular program of campus films, "homemade" programs, entertainment that pulls from local/regional artists and students, and coffeehouse type entertainment.
2. Maintain a file of information for each program idea, including relevant implementation data, budget information and program evaluations.
3. Complete an attendance report and program evaluation of each event.
4. Keep promotional materials organized/ filed in the SAB office.
5. Meet bi-weekly with Secretary/Treasurer for budget management.

### **III. Traditions**

In addition to the responsibilities in Article V, Section A, the Traditions Chair shall work with this committee to:

1. Plan and coordinate Homecoming Week activities.
  - a. Serve as liaison with SGA and the Alumni Office in regards to Homecoming activities.
  - b. Select a theme for Homecoming in the Spring semester prior to the dance.
  - c. Work with the Homecoming Committee to coordinate Homecoming Court, Dance, and week's activities.
2. Coordinate all aspects of Spring Fling, Monster Bash, Parents & Family Weekend, and other "traditions" as may be developed.
3. To plan and present a variety of programs addressing cultural, entertainment and social issues.
4. Maintain a file of information for each program idea, including relevant implementation data, budget information and program evaluations.
5. Complete an attendance report and program evaluation of each event.
6. Meet bi-weekly with Secretary/Treasurer for budget management.

#### **IV. LC Expanded**

In addition to the responsibilities in Article V, Section A the LC Expanded Chair shall work with this committee to:

1. Work in conjunction with the Office of Student Activities in the sale of tickets to area entertainment and events including concerts, speakers, tourist attractions, etc.
2. Present a series of trips to other venues and activities off campus.
3. Organize co-sponsorships with other campus organizations in the implementation of a wide variety of events.
4. To plan and present a variety of programs addressing cultural, entertainment and social issues.
5. Maintain a file of information for each program idea, including relevant implementation data, budget information and program evaluations.
6. Complete an attendance report and program evaluation of each event.

#### **V. O.P.E.N. (Options Enjoyable Nights)**

In addition to the responsibilities in Article V Section A, the O.P.E.N. Chair shall work with this committee to:

1. Present a series of weekend programs (Thursday – Saturday) during the evening that provide an alcohol-free environment.
2. Organize events that offer an alcohol-free alternative during “high risk” periods (i.e. Super Bowl, NCAA Tournament, Finals Blow Out, etc.)
3. To plan and present a variety of programs addressing cultural, entertainment and social issues.
4. Maintain a file of information for each program idea, including relevant implementation data, budget information and program evaluations.
5. Complete an attendance report and program evaluation of each event.
6. Meet bi-weekly with Secretary/Treasurer for budget management.

\*Lectures funded through the Bennett Lecture Fund must be planned in conjunction with the Director of Student Activities.

#### **ARTICLE VI GENERAL MEMBERSHIP**

Membership responsibilities of the Student Activities Board:

1. Members must maintain an overall GPA of 2.5.
2. Attend and actively participate in board meetings.
3. Attend and actively participate in committee meetings.
4. Work all respective committee sponsored events, and stay until all work is finished.
5. Work all mandatory SAB events, including, but not limited to Homecoming, Spring Fling, Casino Night, Finals Blowouts, Monster Bash and any events determined to need additional assistance.
6. Work in conjunction with the Student Activities Board to schedule a diverse calendar of events each semester.
7. Maintain frequent contact with the advisors, chairs, and executive board.
8. Assist other committees when time permits.
9. Actively recruit affiliate members and prospective voting members.
10. Notify committee chair or executive board members of any interpersonal issues and work together toward their successful resolution.
11. Members of SAB are expected to become aware of and to abide by all policies and procedures of the Student Activities Board. Members are also expected to abide by the Hornet and the Office of Student Activities Student Leadership Agreement Form. Additionally, members are expected to do their utmost to maintain a high level of conduct and professionalism at all times.
12. Members will meet with their respective chairs at the end of the Fall Semester to discuss and evaluate their position.
13. Other duties as assigned.

#### **ARTICLE VII SAB ADVISOR(S)**

The Director of Student Activities and/or his or her designee shall act as advisor to the Student Activities Board. He or she shall be the SAB budget administrator in conjunction with the secretary/treasurer and shall also be responsible for any additional employee selection, training, and supervision.

The responsibilities of the SAB Advisor(s) shall include, but are not limited to, the following:

1. Hold weekly meetings with committee chairs.
2. Act as a liaison between SAB and the Office of Student Activities.
3. Hold weekly meetings with Executive Board members.
4. Attend at least one general board meetings per month.
5. Attend all mandatory SAB events.
6. Be available to members to meet about any issues or concerns.
7. Plan training and retreats in conjunction with the Vice-President.
8. Promote the organization.

## **ARTICLE VIII ELECTIONS**

### **Section A Executive Board**

The President and Vice-president shall be elected in the following manner:

1. Positive performance evaluation.
2. Nominations for the president and vice-president are taken the meeting prior to Spring Break.
3. Presidential and vice-president elections are held the first meeting after Spring Break.
4. Prior to elections, the SAB Advisor and current President will verify eligibility of all nominees.
5. Voting shall be by secret ballot. Ballots are counted by the SAB Advisor and the President.
6. Absentee ballots may be accepted during the 24 hours prior to the election.
7. Term of office shall be one academic year, beginning at the close of the Spring semester and concluding in the Spring of the following year.

### **Section B Secretary/Treasurer, Publicity and Marketing and Committee Chairpersons**

The Secretary/Treasurer, Publicity and Marketing and Committee Chairs shall be selected in the following manner:

1. Applications for Secretary/Treasurer, Publicity and Marketing and Committee Chair positions are made available the week prior to Spring Break.
2. Candidates will be reviewed by the current President and SAB Advisor to ensure that all eligibility requirements have been met.
3. Interviews are conducted the second week after Spring Break.
4. Secretary/Treasurer, Publicity and Marketing and Committee Chairs are selected by a Selection Committee consisting of the new President, the outgoing President, the SAB Advisor, two outgoing seniors on SAB and two non-nominated voting members. The Advisor votes only in the case of a tie.

## **ARTICLE X MEMBERSHIP SELECTION**

1. Each Fall and Spring Semester applications are available at Club Fair Day.
2. Membership applications will be due by 5pm on the Friday following Club Fair Day to the Office of Student Activities.
3. Executive Board members will evaluate and notify applicants of their eligibility based on SAB requirements (refer to Article VI) and determine if an interview and selection process is necessary each semester.
4. The number of members will be determined at member selection by the executive board and committee chairs if applicable (see Article X.3).
5. An alphabetical listing of new members will be posted in the Student Activities Office by 8:30 a.m. two days after the selection process if applicable (see Article X.3). Up to ten alternates may be identified in alphabetical order.

## **ARTICLE XI RESIGNATIONS**

1. Any General Board member wishing to resign must submit a letter of intent to the President.
2. Any Executive Board member wishing to resign must submit a letter of intent to the Director of Student Activities and/or SAB Advisor.

## **ARTICLE XII REMOVAL**

### **Section A Removal procedures for general members**

1. Any member of SAB may be removed due to any violation of SAB's Constitution, Policies, Procedures and/or responsibilities and the Student Leadership Agreement Form.

2. Upon the fourth unexcused absence from a general meeting, committee meeting, mandatory event or any combination of those, in one semester, members forfeit their position (see member responsibilities).
3. The Executive Board and the Chairs, the President only voting in case of a tie may remove voting members from positions by a majority vote.
4. In special circumstances, the Director of Student Activities and/or the SAB Advisor may convene an administrative panel to investigate and make recommendations on any alleged violations of SAB's Constitution, Policies, Procedures and/or responsibilities.
5. For an absence to be excused, contact must be made with your chair (when missing a committee meeting) or Secretary/Treasurer prior to missing a meeting or event. The executive board will look at each instance of absence and grant permission to miss mandatory events.

**Section B Removal procedures for Executive Board members**

1. A written request from at least 1/2 of the General Board must be submitted to any member of the Executive Board or Director of Student Activities and/or SAB Advisor.
2. Written notification of this request and related procedures shall be given to the Executive Board member who is being asked to be removed, asking him/her to be present at the next board meeting. If the individual is unable, ~~or~~ unwilling to attend or simply does not attend the next Board meeting, the Board reserves the right to continue with removal proceedings.
3. Following a discussion surrounding related issues, the Director of Student Activities and/or SAB Advisor will preside over a board vote. An affirmative vote of 75% or more of overall SAB will result in removal.
4. The Board members in question will be kept informed in writing continuously throughout the procedure.
5. In special circumstances, the Director of Student Activities and/or the SAB Advisor may convene an administrative panel to investigate and make recommendations on any alleged violations of SAB's Constitution, Policies, Procedures and/or responsibilities.

**ARTICLE XIII VACANCIES**

**Section A President and Vice-President**

1. In the case that the office of the President becomes vacant the Vice-president shall assume the duties of President.
2. In the case that the office of the Vice-President becomes vacant, the Secretary/Treasurer will assume the duties of the Vice-president and an election will be held to fill the position of Secretary/Treasurer.
3. In the case that any other Chair position becomes vacant, the President shall assume the duties of that position until a new member can be selected. (propose moving this to Article XIII- Section B)
4. Election/selections shall be conducted according to Article IX.

**Section B Secretary/Treasurer, Publicity and Marketing and Committee Chairpersons**

1. Applications are available at the first meeting prior to the vacancy. Applicants will be selected by the Selection Committee, as outlined above.

**Section C General Board Members**

1. Should a position become available, the Executive Board will review and select a member from the eligible alternate pool if applicable (refer to Article X).
2. In the event that ten member positions become available and the alternate pool is exhausted, SAB will initiate a selection process to fill the position if applicable (refer to Article X).

**ARTICLE XIV MEETINGS**

Section A The General Board shall meet once a week during the academic year, excluding exam weeks and vacations. Attendance by all SAB members is mandatory.

Section B Quorum shall be 3/4 of the voting membership of the Board.

Section C The Executive Board shall meet once a week during the academic year, excluding finals weeks and vacations. Attendance by all Executive Board members is mandatory.

Section D The Director of Student Activities and/or SAB Advisor shall meet weekly with the Executive Board.

## **ARTICLE XV AMENDMENTS**

Any active member of SAB may propose an amendment to this constitution by submitting the amendment, in writing, to the President of SAB. If the President is proposing an amendment, it should be submitted in writing to the Director of Student Activities and/or SAB Advisor.

Procedures:

1. The proposed amendment shall be presented to the Executive Board for their review.
2. The President shall then present the proposed amendment in writing to each SAB member at the following SAB meeting. The amendment shall be tabled until the next meeting.
3. To be adopted, the amendment must receive a 3/4 affirmative vote.
4. Any amendment approved under the provision of this article shall become effective at a time deemed appropriate by the Student Activities Board.
5. For Minor grammatical changes that need to be made, the General Board does not have to vote to adopt the changes.

## **ARTICLE XVI EVENT POLICIES**

Faculty & Staff at events

1. Faculty, Staff and their immediate families are free to attend any SAB event that does not charge admission to students. Any event with limited seating or an admission charge (excluding Spring Fling and Monster Bash) is not open to faculty and staff.
2. Should there be an event with limited admission open to students that does not sell out, the openings may be available to faculty and staff members.

## **ARTICLE XVII CO - SPONSORSHIP**

If an organization is requesting funds for an event, they must submit a Co-sponsorship Request Form no less than six weeks before the date of the event. The co-sponsoring organization will also be required to sign a Co-sponsorship Agreement form. Each semester, SAB will allocate money for co-sponsorship. Any of those monies not requested by April 1 will be returned to SAB's general funds. If an organization fails to adhere to the guidelines set aside in the Co-sponsorship Agreement, SAB will no longer co-sponsor with that organization for the duration of that semester. SAB also reserves the right to take further actions as necessary.

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