



CONSTITUTION AND BYLAWS

Revised: March 14, 2017

Student Activities Board Constitution and Bylaws

Article 1. Name

- A. The name of the organization shall be the Student Activities Board (SAB) of the University of Lynchburg.

Article II. Preamble

- A. WE, the students of University of Lynchburg, affirm the fundamental right of all students to pursuit happiness in way of participating in non-academic programs through Student Activities. Thus, the chief purpose of the Student Activities Board of University of Lynchburg shall be to provide the University of Lynchburg community with programs of a diverse social, educational, cultural, and recreational nature to promote the universal well being of the student body. The Student Activities Board shall additionally work to bring out a greater sense of spirit, unity, and cooperation amongst all students; and, furthermore, shall ensure the integrity of the Student Activities Bill of Rights cited herein. To these ends, we do hereby ordain and establish this Constitution of the Student Activities Board of University of Lynchburg.
- B. The SAB shall not be discriminatory in terms of race, sex, religion, age, sexual orientation, social status, physical abilities, or any other protected status.

Article III. Organization

- A. The SAB is primarily responsible for the operational planning associated with the Student Activity Fee. This organization will have the right to use Student Activity Fee allocation as they see fit.

Article IV. Membership

- A. There shall be two (2) forms of membership in the SAB; executive team and general membership.
- B. The Executive Team will be composed of students that have applied to be a member of the SAB Executive Board.
 - a. Full time, undergraduate student with a 2.50 QPA or better.
 - b. Must be in good social and academic standing with University of Lynchburg as cited in *The Hornet Student Handbook*.
- C. General membership will be allocated to students who wish to serve in a volunteer role with the organization as a member of the Buzz Crew.
 - a. Will be responsible for attending Buzz Crew meetings.
- D. Duties
 - a. Each member must aid in the planning and execution of activities.
- E. Attendance
 - a. Regular attendance is mandatory of all SAB regular meetings and committee meetings. An absence from either the SAB regular meeting and/or a committee meeting will constitute an absence. A member can only be counted absent once per calendar day.

- b. A written request for an excused absence from SAB, stating the reasoning for the absence or lateness, should be emailed or provided in writing to either the SAB Advisor or Vice President of Membership at least 24 hours in advance.
- c. If a member misses more than two meetings, that member can be removed from their position or committee.

Article V. Meetings

- A. Executive Board meetings will be once per week in a designated place, day, and time that will be determined at the beginning of the semester.
- B. Committee meetings will be held once per week at a place, day, and time that will be determined by the members of the committee.
- C. Buzz Crew meetings will be held once per month at a place, day, and time that will be determined by the Vice President of Membership.
 - a. These meetings will be open to the general student population.
- D. If there is not enough business for the SAB members to discuss, the Executive Board President can approve a postponement of the weekly meeting on account of lack of new business. The decision must be made at least one week in advance.
- E. SAB Executive Board meetings will be open by invitation only to non-executive board members.
- F. The SAB will conduct their meetings using Robert's Rule of Order.

Article VI. Decisions

- A. Executive Board members will be required to complete an Event Proposal for the event to be logged into new business during the meeting.
- B. The SAB will not be permitted to make any financial decisions without consultation of the Vice President of Finance and the SAB Advisor(s).
- C. Decisions made by the SAB shall be valid only by a simple majority vote of those voting members in attendance of the meeting. When financial requests are presented to the Executive Board, a show of hands shall be permitted to tally votes when less than \$1,000 is being spent. If more than \$1,000 is being spent, a roll call vote must be completed for the vote to be recorded.
- D. The SAB Advisor(s), Director of Student Activities and or Vice President/Dean of Students maintain the right to veto or overrule any decision made by the SAB Executive Board in regards to finance, compliance, legality, morality, health, and safety or University of Lynchburg students.

Article VII. Amendments

- A. The Constitution of SAB may be amended at any regular meeting of the SAB by a three-fourths ($\frac{3}{4}$) majority vote, taken by roll call vote, or the members present.
- B. Amendments to the Constitution must be presented to the Executive Board in writing at least two weeks prior to the amendment being voted on.

- a. General members must also be informed of the proposed amendment by their committee chairs.
- C. Following the approval of the SAB's amendment, the new amendment must be written into the Constitution within one week of the vote be passed.

Article VIII. Funding

- A. The SAB may use the funding provided through the Student Activity Fee at their discretion.
- B. The SAB may provide funding to another organization if the proposed event is in collaboration with another organization.

Article IX. Executive Board

The Executive Board will be composed of the President, Vice President of Finance, Vice President of Membership, Event Coordinators (4), and Public Relations/Marketing Coordinators (2).

- a. Members of the SAB Executive Board cannot serve concurrently on the University of Lynchburg Student Government Association Cabinet.
- b. Only two members of the same organization may serve on the SAB Executive Board at the same time.

Upon the resignation or removal of an Executive Board Member, excluding the President, any interested person with at least one semester of involvement with SAB may submit a letter of intent and application to the Executive Board, without being nominated. Nominations will be accepted for a minimum of one (1) week. A majority vote, taken by secret ballot, will be required by the SAB Executive Board to approve the applicant for the position.

- c. In the event of the resignation or removal of the President, the position will be filled in the following order.
 - i. Vice President of Finance
 - ii. Vice President of Membership
 - iii. Longest tenured SAB Executive Officer
 - iv. Longest tenured student at University of Lynchburg.
- d. In the event that no letters of interest are received, the Executive Board may appoint an eligible member to the position. This appointment must be confirmed by majority vote, taken by hand, of the Executive Board.
- e. An Executive Board member may resign formally the position by informing the Executive Board in writing.
 - i. Word of mouth will not be considered a formal resignation.
 - ii. Email or text will not be considered a formal resignation.

Article X. Impeachment

- A. Failure of an Executive Board member to fulfill any or all of their duties, as described by this constitution or its bylaws, or failure to act in the best interest of the SAB, can result in impeachment proceedings. Reasons for impeachment are as follows:

- a. Two instances of not to submitting paperwork for contract approval at least two (2) weeks in advance to the Business Office.
 - b. Failure to provide explanation for missing three (3) Executive Team meetings, events, or programs within one week of the scheduled time and must be approved by the President and/or Advisor(s).
 - c. Failure to uphold the University of Lynchburg Leadership Agreement.
- B. A signed petition of two-thirds ($\frac{2}{3}$) majority of voting members of the Executive Council with proper information and reason will be presented prior to the vote. The officer in question will be given an opportunity to defend the allegation against him or her to the SAB Advisors in another meeting. The Advisors will have the final decision of removing the officer in question. The Vice President of Membership will notify the individual and the Executive Board both orally and in writing.

Article XI. Election Process

- A. All positions will be elected from within SAB. Nominations will be accepted starting the month of April. All interested applicants will be required to submit an application and a letter of intent.
- B. In order to be nominated for the Executive Board, the nominee must have been an active member of the SAB for at least (1) semester. Nominees for President must have at least one (1) full year of experience with SAB.
- C. Nominations will be opened for all positions beginning in April of the spring semester at the monthly Buzz Crew meeting. The nominations will be made orally, with the nominees choosing to accept or decline the nomination. The nominations will remain open until the next regular SAB meeting.
 - a. All nominees must confirm their nomination with an application and letter of intent submitted online to the SAB within one week of their nomination.
- D. Executive Board members shall be elected from the slate of nominees.
- E. Voting will take place in the meeting following in person interviews.
 - a. The voting on SAB Executive Board officers will be voted on by secret ballot.
 - b. The Advisor(s) will not receive a vote in the process.
 - c. The President will serve as the deciding vote in the event of a tie.
- F. The newly elected officers will begin their term as Co-Executive Board for the remainder of the Spring semester.
- G. The new Executive Board officers will assume full duties at the last regular meeting of the academic year.

Article XII. Advisor(s)

- A. There shall be a minimum of one (1) advisor(s) for SAB. The Assistant Director of Student Involvement will be considered the Primary Advisor. The Secondary Advisor can be one of or both of the Graduate Assistants for Student Activities.
- B. In the event of a vacancy to the Assistant Director of Student Involvement position, the Director of Student Activities and Leadership Programs may assume or appoint another professional staff member to the position as Primary Advisor.

- C. The Advisor(s) will have final say and veto power over any events or activities that he/she or they deem to be not in good representation of the institution or organization.
- D. Contracts or agreements must be reviewed by the Advisor(s) prior to being submitted to the Business Office for approval.
- E. Advisor(s) of SAB are to be paid employees of University of Lynchburg and there are mandated reporters.

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Executive Board Bylaws

Article I. Executive Board Duties

1. Provide leadership for the SAB and the creation and implementation of co-curricular activities for undergraduate students.
2. Working in a collaborative environment with the requirement of a advanced level of time management skills.
3. Ability to mentor younger members and provide coaching opportunities for continued growth and recruitment of new members.
4. Pride oneself of the campus leader or role model identity with a commitment to the roles and responsibilities of SAB.
5. Understanding of the importance of networking with other student organizations and officers across campus.
6. Comfortable with a flexible schedules and working hours.
7. A willingness to be coached on the importance of professionalism.
8. Bi-weekly meetings with the advising staff.
9. Bi-weekly meetings with the SAB President.
10. Weekly Executive Board meetings.
11. Monthly Buzz Crew meetings.
12. Attend all Executive and Buzz Crew meetings. Absences must be approved by the Vice President of Membership 24 hours in advance of the meeting. A third absence that is unexcused may lead to the Executive Boards recommendation for that officer to step down.
13. Posses a strong work ethic to create positive experience and engaging events for students at University of Lynchburg.
14. A understanding of delegation of duties.
15. Hold seven (7), paid office hours per week with the understanding other non-paid hours will be required outside of that timeframe. Failure to work office hours may result in dismissal from the Executive Board.
16. Attend all SAB related events and programs.
17. Other duties as assigned

Article II. Duties of the President

A. Job Description:

- a. The President of SAB will be responsible for leading and managing the SAB throughout his or her term. This person will be responsible for ensuring that all Executive Board officers are completing their assigned tasks to the best of their ability. Additionally, the President of SAB will be responsible for connecting and reaching out to new campus organizations and key stakeholders to develop positive relationships across campus and the community.

B. Duties:

1. Call and chair regular meetings of the Executive Board and coordinate the meeting agenda.
 - a. Take detailed minutes at all Executive Board meetings and disperse them within 24-hours to all members and advisor(s).
2. Act as liaison and represent SAB in all dealings with all internal and external entities of University of Lynchburg.
3. Represent and attend all President's Council meetings, and report the proceedings at the following Executive Board Meeting.
4. Meet with SAB advisor(s) as determined by advisors at the beginning of the year.
5. Assist the SAB advisor(s) in planning and implementing all retreats, trainings, and transitions.
6. Coordinate the Executive Board election process, including notification of all applicant following election and selection.
7. Manage and assign representatives to University of Lynchburg events, such as:
 - a. Hornet Days
 - b. SOAR
 - c. Organization Fairs
 - d. Parents Weekend
 - e. Alumni "Homecoming" Weekend
 - f. Relay for Life
 - g. Monster Bash/ Trunk or Treat; and,
 - h. Leadership Awards
8. Maintain and manage the SAB email in coordination with the Executive Board.
9. Serve as the primary contact for all agencies inquiring about SAB or booking.
10. Assign Event Coordinators events by semester and provide assistance as needed.
11. Attend all events, meetings, etc.
12. Perform any other duties assigned by the advisor(s), Office of Student Activities, and University of Lynchburg.

C. Desired Qualifications

1. At least one year of involvement with Student Activities Board.
2. Prior experience in planning and executing events is desired but not mandatory.

Article III. Duties of the Vice President of Finance

A. Job Description:

- a. The role of the Vice President of Finance for Student Activities Board is to establish fiscal responsibility and transparency for the Vice President of Membership, Event Coordinators, and the Public Relations/Marketing Chairs. The position will assist the President in decision-making regarding budgets and expenses made by the Student Activities Board.

B. Duties:

1. Hold primary fiscal responsibility for the organization.
2. Provide financial consultation to the Event Coordinators, Public Relations/Marketing Coordinators, Vice President of Membership.
 - a. Setting budgets
 - b. Approving expenses
 - c. Approving additional funds
3. Will serve as the chair of the Finance and Budget Committee.
4. Over the Event Proposal form and After Event forms have been completed by Event Coordinators.
5. Report the President of SAB. Will be responsible in the absence of the President:
 - a. Assume the duties, privileges, and responsibilities of the President in their temporary absence.
 - b. Succeed the presidency in the case of permanent or prolonged vacancy in that office in accordance with procedures outlined in the SAB Constitution.
 - c. Serve as a liaison between SAB and the university administration.
6. Assist and give input to the President and other Vice Presidents regarding all personnel decisions for the organization.
 - a. Maintain positive and effective relations with all Staff members and supervising Staff members assigned to them by the President.
 - b. Assume full responsibility, in conjunction with the President and other Vice Presidents, of strategic plans, carrying out the objectives on an annual basis, and organizing formulation of future strategic plans.
7. Assist with staff transitions from year to year.
8. Attend all staff, director, and executive meetings
9. Hold a minimum 7 office hours per week.
10. Other duties as assigned.

Article IV. Duties of the Vice President of Membership

A. Job Description:

- a. The Vice President of Membership is responsible for the recruitment, education, and retention of members of Student Activities Boards Buzz Crew. The person will be responsible for establishing the SAB name and brand at all events hosted by SAB. Additionally, this person will be responsible for educating general members of various responsibilities of SAB providing a seamless transition from general member to Executive Board officer.

B. Duties:

1. Hold primary membership growth and development responsibilities for the organization.
2. Collaborates with the President to manage all aspects of recruitment, retention, and professional development of all involved with SAB.
3. Represents SAB recruitment efforts at all sponsored events and programs.
4. Plans and assesses recruitment and retention goals throughout the term.
5. Responsible for the oversight and development of the SAB Buzz Crew.
6. Will hold one (1) official Buzz Crew meeting each month.
 - a. Provides general members with information about upcoming events in a timely manner through email and newsletters.
7. Will assign general members to committees of either their choosing or committees in need of members.
8. Report the President of SAB. Will be responsible in the absence of the President:
 - a. Assume the duties, privileges, and responsibilities of the President in their temporary absence.
 - b. Succeed the presidency in the case of permanent or prolonged vacancy in that office in accordance with procedures outlined in the SAB Constitution.
 - c. Serve as a liaison between SAB and the university administration.
9. Will serve as the chair of the recruitment, retention, and professional development committee.
10. Will provide training and orientation for general members.
11. Assist with staff transitions from year to year.
12. Attend all staff, director, and executive meetings
13. Hold a minimum 7 office hours per week.
14. Other duties as assigned.

Article V. Duties of the Public Relations/Marketing Coordinator(s)

A. Job Description:

- a. The Public Relations/Marketing Coordinators are responsible for the advertisement and distribution of information regarding SAB. The Coordinator(s) will utilize all forms of communication to ensure that the student body is aware and enthusiastic for events and programs sponsored by SAB.

B. Duties:

1. Create and distribute all SAB event advertising and recruitment information to be distributed campus wide.
2. Maintain and update all SAB social media sites with SAB news and events
 - a. Existing Profiles: Facebook, Twitter, Instagram, Check I'm Here and Snapchat
3. Revise and create the SAB brochure and other materials used at Open House events, Organizational Fairs, etc.
4. Will serve as the chair(s) of either the Social Media or Student Engagement Committee.
5. Create the annual campaign(s) aimed to promote SAB and help the organization gain visibility on campus.
 - a. Annual Campaigns: Executive Board Hiring Campaign (Spring); Buzz Crew Recruitment Campaign (Throughout the academic year)
6. Serve as the primary contact for the Critograph and any other publication.
7. Attend all SAB related events and meetings unless otherwise excused.
8. Act and dress professionally at all events
 - a. Dress will be predetermined 48-hours in advance to an event by the Event Coordinator, President, or SAB advisor(s).
9. Remain at each event until dismissed by the President or SAB advisor(s).
 - a. In the case that President and the SAB advisor(s) are absent, members must stay until the visiting entity has left campus and the event space is cleared.
10. Perform any other duties assigned by the advisor(s), Office of Student Activities, and University of Lynchburg.

Article VI. Duties of the Event Coordinator(s)

A. Job Description:

- a. The Event Coordinator(s) are responsible for the scheduling, planning, and execution of events and programs sponsored by SAB. These individuals are encouraged to look for student feedback on potential acts or vendors as well as following up with reflection form those students about their experience. They are expected to provide support for their fellow coordinator(s) the day of events and programs.

B. Duties:

1. Plan and execute events assigned by the President and SAB advisor(s) and any other events this individual and the Board sees fit for the current budget.
 - a. Assigned Events will be determined the semester prior - Event Coordinators will volunteer for events
 - b. The President and SAB advisor(s) will determine if responsibilities are evenly dispersed amongst Event Coordinators and make adjustments as necessary
 - c. Events added during the current semester will be assigned as soon as possible by a volunteer basis. If no one volunteers, the President and SAB advisor(s) will assign the event.
2. Work with the Vice President of Finance to work on setting budgets and expenses for various programs and events.
3. Responsible for chairing one a committee to increase general membership involvement:
 - a. Game Day Committee
 - b. Drysdale Planning Committee
 - c. Diversity and Inclusion Committee
 - d. Late Night Programming Committee
4. Keep and maintain updated event files for all assigned events in the Office of Student Activities.
5. Attend all SAB related events and meetings unless otherwise excused. See Article , Section , for absentee regulations.
6. Act and dress professionally at all events
 - a. Dress will be predetermined 48-hours in advance to an event by the Event Coordinator, President, or SAB advisor(s).
7. Remain at each event until dismissed by the President or SAB advisor(s).
 - a. In the case that President and the SAB advisor(s) are absent, members must stay until the visiting entity has left campus and the event space is cleared.
8. Review and update Constitution and organizational policies.
9. Review and evaluate the progress of SAB and all coordinators.
10. Assist in Buzz Crew leadership development, retreats, and workshops.
11. Perform any other duties assigned by the advisor(s), Office of Student Activities, and University of Lynchburg.

Article VI. Committees

A. Qualification for Committees

- a. General members involved with committees will be required to be an undergraduate student at University of Lynchburg.
- b. General members must abide by the regulations set forth by the Office of Student Activities.

B. Buzz Crew

- a. Buzz Crew is the formalized volunteer group that is responsible for assisting and aiding in the development of programs and events sponsored by SAB.
- b. Buzz Crew will be the recognized general group, General Members will then be selected to serve on various committees by the Vice President of Membership.
- c. Buzz Crew members will be responsible for:
 - i. Attending and actively participating in monthly Buzz Crew meetings.
 - ii. Working all respective sponsored events, and stay until all work is finished.
 - iii. Working in conjunction with the Student Activities Board to schedule events each semester.
 - iv. Maintaining frequent contact with the advisors, chairs, and executive board.
 - v. Actively recruiting members.
 - vi. Abiding by all policies and procedures of the Student Activities Board.
 - vii. Maintaining a high level of conduct and professionalism at all SAB affiliated events.
 - viii. Performing any other duties assigned by the Executive Board members.

C. Finance and Budget Committee

- a. Will report to the Vice President of Finance.
- b. Will be responsible for working with the Vice President of Membership, the Public Relations/Marketing Coordinator(s), and Event Coordinator(s) to establish a proper budget for each position.
- c. Will be responsible for providing additional feedback on SAB finances and spending.
- d. Will assist the Vice President of Finance in the tracking of expenses and documenting receipts and invoices.

D. Member Growth and Development Committee

- a. Will report to the Vice President of Membership.
- b. Will be responsible for the recruitment of undergraduate student to SAB.
- c. Will hold bi-weekly professional development opportunities for SAB General Members.
- d. Will represent SAB at all sponsored programs and events through providing information to potential members.
- e. Will collaborate with the Student Engagement Committee to develop the tabling and recruiting efforts for events, activities, and application process.

- E. Student Engagement Committee
 - a. Will report to one or both of the Public Relations/Marketing Coordinators.
 - b. Will manage and maintain the SAB Presence page and SAB website.
 - c. Support the Public Relations/Marketing Coordinator(s) in using new platforms to engage students.
 - d. Develop and distribute polls, surveys, and post event evaluations to event attendees and students.
 - e. Collaborate with the President to meet and work with other student organizations and their representatives.
- F. Social Media Committee
 - a. Will report to one or both of the Public Relations/Marketing Coordinators.
 - b. Provide daily posts on the SAB social media pages.
 - c. Meet with other student organization marketing chairs to provide additional support for those organizations.
 - d. Continue to grow the social media presence with University of Lynchburg students and departments.
- G. Game Day Committee
 - a. Will report to a selected Event Coordinator.
 - b. Responsible for promoting and marketing the student programs and opportunities for Rivalry Week/Homecoming.
 - c. Will coordinate with Athletics to schedule and support Code Red games.
 - d. Organize and assist with student support of ODAC home and road games.
 - e. Assist in the planning and execution of SAB sponsored events and programs that support health and wellness.
 - f. Schedule and coordinate University of Lynchburg students attending Division I football games or any sport that is not represented at University of Lynchburg.
- H. Drysdale Planning Committee
 - a. Will report to a selected Event Coordinator.
 - b. Assist with the planning and implementation of events and programs within Drysdale Student Center.
 - c. Support organizations and initiatives that occur within Drysdale Student Center.
 - d. Will apply for a chair position within the Drysdale Advisor Board.
- I. Diversity and Inclusion Committee
 - a. Will report to a selected Event Coordinator.
 - b. Collaborate with the Office of Diversity and Inclusion to promote events that support the mission to inclusive and diverse programming.
 - c. Seek ways of engaging students in conversations around diversity and inclusion using but not limited to speakers, performers, and artists.
 - d. Developing stand-alone programs centered around student learning and growth in the area of cross-cultural competence.
- J. Late Night Programming Committee
 - a. Will report to selected Event Coordinator.

- b. Collaborate with the Graduate Assistant(s) for Student Activities, who is (are) responsible for the Lynchburg Late Night Program, to promote and create events that support the mission of Lynchburg Late Nights
- c. Assist with the planning and implementation of Lynchburg Late Night events and programs
- d. Each individual on the committee will reach out to one organization a week
 - i. They will either meet with the organization at their standing meetings or meet with the president of the organization
 - 1. In this meeting committee members will ask about collaboration/partnership opportunities for events and educate organizations about the Lynchburg Late Night Program and the Student Activities Board
- e. Staff events
 - i. Help track the number of students at the event
 - 1. With Check I'm Here or any like software the Office of Student Activities is promoting the usage of
 - ii. Help the Graduate Assistant(s) for Student Activities with any day of event management