

Student Activities Board Constitution



Article I: Name

The name of this organization shall be Student Activities Board

Article II: Purpose

Student Activities Board is committed to bringing new and innovative events to Wayne State College students

P – People

Without the contribution of our members it would not be possible to plan and host the various events that we provide for the students. Because of this we want to be an organization that shows that we appreciate everything the members do for the organization.

O – Opportunities

Student Activities Board wants to provide its members with the chance to do new and exciting things throughout the year. We also want to provide an environment where people can feel comfortable to take a leadership role and express their ideas. Finally, we want to be a place where people can create new and lasting friendships.

I – Innovation

We realize that for us to stay fresh and provide students with new and different types of [events](#), we need to embrace change. As an organization we need to open to new ideas and willing them to give them a chance.

N – Networking

Nothing in the organization is accomplished through the efforts of a single person. We strive to provide a team atmosphere, which combines the best of everyone's ideas. We also believe that by doing this it will give everyone a feeling of ownership in the group. Another part of Student Activities Board is to serve as a link between the students and the college administration, faculty and staff.

T – Technology

Student Activities Board believes strongly in the use of technology to help create innovative programs. It also allows the organization to improve communication between the members and students. If we don't make use of technology we will fall behind the curve as an organization.

Article III: Composition of SAB

Section I:

Student Activities Board shall consist of student representative from the student body. Membership in SAB is open to any student who wants to participate in the planning or volunteering of campus events.

Section II:

Within Student Activities Board, there shall be an executive board. The executive board will be responsible for making sure the organization is run in an efficient manner, and that it is planning events with the students in mind. This board will consist of the following positions: President, Vice President, Student Programmer, Secretary, and Publicity Coordinator. Executive board members will alternate during each Student Senate meeting as a representative of Student Activities Board.

Section III:

All members are welcome to participate in committees that the executive board develops to support SAB events. They may include but not limited to Wildcat Days, Concerts, and Specialized Weeks.

Article IV: Executive Board Position Descriptions, Qualifications & Responsibilities:

Section I: President

The role of the President position is to ensure that the organization is running efficiently and to make sure all members have the resources they need. Additionally, the President's role is to act as an advocate for the Student Activities Board. The President is responsible for all matters of programming and arrangements for events excluding contracted.

Qualifications:

- Wayne State College student in good standings
- Effective communication and people skills
- Self-motivated individual; very organized
- Aware of student bodies needs in developing campus events
- Involved in Student Activities Board for at least 1 semester

Responsibilities:

- Presiding over both executive and general meetings by organizing and distributing agendas
- Working closely with Vice President to organize, plan and develop executive board and general meetings
- Establishing a professional working relationship with the executive board
- Conduct a minimum of 3 hours of scheduled office hours during the week
- Handling public relations with other organizations, faculty, and students.
- Securing all donations from businesses and individuals
- Meet with the executive board each semester to plan the direction of the upcoming semester
- Work closely with the executive board to ensure all events planned are carried out
- Work with the Vice President to form committees for specialized events or weeks
- Work with Programmer and Student Activities Advisor(s) in regards to the budget

Section II: Vice President

The role of the Vice President position is to assist the President with the day-to-day operation of the organization. It is very important for the Vice President to work closely with the President on all matters concerning the organization. The goal of this position is to have it be like an internship so the Vice President can step up in the future.

Qualifications:

- Wayne State College student in good standings
- Effective communication and people skills
- Self-motivated individual; very organized
- Aware of student bodies needs in developing campus events
- Involved in Student Activities Board for at least 1 semester

Responsibilities:

- In the absence of the President assume all responsibilities
- Working with the President on the development of social, educational and community events
- Work with the President to form committees for specialized events or weeks
- Work with committees to ensure they have everything need to put on a successful event

- Follow up with committees to report the overall event in a general meeting no more than a week after the event
- Breaking dead-locks if needed
- Establishing a professional working relationship with the executive board
- Working with the President, conduct a minimum of two scheduled office hour a week

Section III: Student Programmer

The Student Programmer is responsible for all matters of programming and arrangements for contracted events. The Student Programmer will work directly with the executive board and the Student Activities Board Advisor(s). The Student Programmer position can be considered an internship position if need for the individuals major.

Qualifications:

- Wayne State College student in good standings
- Effective communication and people skills
- Self-motivated individual; very organized
- Aware of student bodies needs in developing campus events

Job Responsibilities:

- Working with the Student Activities Board to determine what types of events are wanted by the student body
- Work with President and Student Activities Advisor(s) in regards to the budget
- Contact, work, and deal with agents and managers to obtain entertainment, programs and needed information (physical arrangements, transportation, setup, etc.).
- Act as the college representative in all contractual agreements
- Programmer will be required to attend the National Association for Campus Activities (NACA) Conference and work with other schools in our area to obtaining events.
- Conduct a minimum of 10 hours of scheduled office hours during the week; which will be paid minimum wage
- Work closely with the President and Vice President to ensure that the student body programming needs are being met.
- Establishing a professional working relationship with the executive board

Section IV: Secretary

This position is responsible for keeping attendance, minutes, and incentive points for all of the members in the organization.

Qualifications:

- Wayne State College student in good standings
- Effective communication and people skills
- Self-motivated individual; very organized
- Aware of student bodies needs in developing campus events
- Involved in Student Activities Board for at least 1 semester

Responsibilities:

- Required to attend all executive board and general meetings
- Take attendance for each of the meetings
- Keep track and send out minutes to the SAB members in a timely manner as well as posting them via-web
- Maintain the organizations website, facebook page or other means of communication through technology
- Be the connection/communication link between the executive board and the members
- Maintain and run the incentive points program

- With the incentive program; choose the member of the month
- Establishing a professional working relationship with the executive board

Section V: Publicity Coordinator

This position is responsible for advertising and promoting all of the Student Activities Board events by using different methods of promotional items that will build awareness of SAB. The Publicity Coordinator position can be considered an internship position if need for the individuals major.

Qualifications:

- Wayne State College student in good standings
- This person should have a good knowledge of Photoshop and Illustrator
- Creative clear communicator who is motivated, very organized and can work independently
- An individual with a good work ethic and lots of time to devote to the job position
- Aware of student bodies needs in promoting campus events

Job Responsibilities:

- Obtain a list of upcoming events from the Programmer or President.
- Design and distribute advertising for events at least one week in advance
- Distribute advertising to SAB members for posting around campus.
- Responsible for ensuring that advertising is being done by committee members.
- Work with library, college radio station and college paper to ensure that advertising is being done for Student Activities Board events
- Work outside the box to promote events and awareness of SAB
- Conduct a minimum of 10 hours of scheduled office hours during the week; which will be paid minimum wage
- Establishing a professional working relationship with the executive board

Article V: Committee Chair Positions Descriptions, Qualifications & Responsibilities

Section I: Committee Chair

All members are welcome to participate in committees that the executive board develops to support SAB events. They may include but not limited to Wildcat Days, Concerts, and Specialized Weeks.

Qualifications:

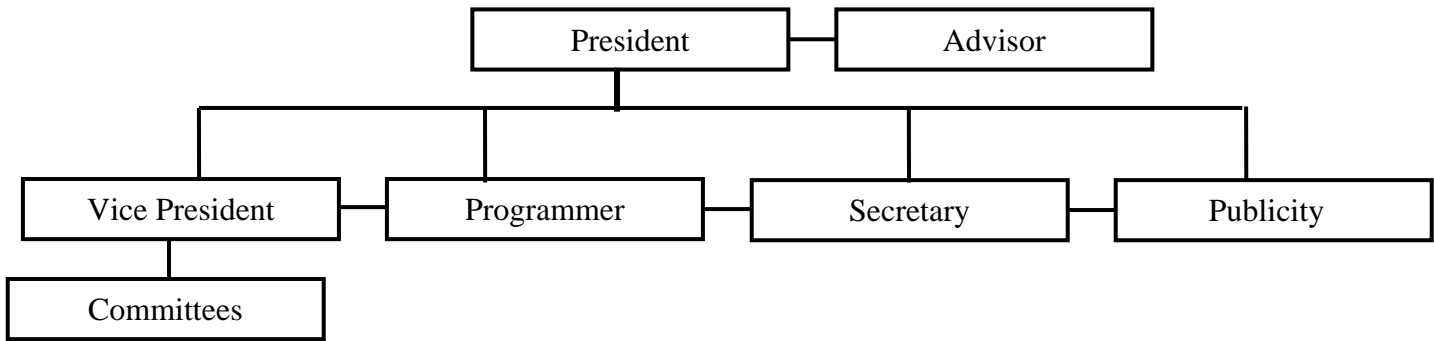
- SAB member in good standings
- Effective communication and people skills
- Self-motivated; very organized

Responsibilities:

- Working with the President and Vice President to obtain all details of the upcoming event that you will be in charge of – date, location, budget, supplies, etc
- As a committee chair you will be responsible for getting member to attend committee meetings
- Committee members are encourage to meet and work outside of general meetings
- When members of the committee get together, an attendance needs to be taken of those who worked and how long they worked,
- Hand attendance sheets into the secretary at the completion of your event for the incentive program
- During each general meeting an up-to-date report of the progress needs to be given until the completion of the event
- At the completion of the event, a report recapping the progress and the event needs to be given at a general meeting within one week of the event
- All paperwork, supplies, receipts and etc. need to be turned in the Vice President

Article VI: Organizational Policies and Procedures

Section I: Organizational Structure



Section II: Removal of the Executive Board members

All of these positions require a dedicated individual to play an important and vital role in making decisions and policies that dictate the direction of the organization. It is extremely important to have people who are committed to the organization and take their positions seriously. If any person is found not to be doing their job they can be removed by the following procedure:

- A member must submit a written complaint that outlines why the person is not doing their job and secure the signatures of five two other Executive Board members and then turn it into the Advisor(s)
- The Advisor(s) will bring this up at the next Executive Board meeting for a vote to remove the person from their position
- The person facing removal will have a chance to defend themselves or resign from the position
- If the person does not resign, a written vote will be taken at the Executive Board meeting and it takes majority vote of the Executive Board to remove the person

Section III: Removal of Committee Chairs

Individuals who serve as a committee chair play an important and vital role in helping the organization to achieve its goals. If the organization feels that a person is not doing their job they can be removed by the following procedure:

- An member must submit an written complaint that details why the person should be removed and obtain the signatures of two Executive Board Members and then submit to the President
- The President will then contact that person for a conference
- At the discretion of the President they will decide if the topic should be discussed at the next Executive Board meeting
- If the President's decision is determined to be bias, it may be challenged by taking the compliant and signatures of members to the Advisor(s)
- The person facing removal will have a chance to defend him/herself or resign the position
- If the person does not resign, it takes majority vote of the Executive Board positions to remove the person as the committee chair

Section IV: Election of New Executive Board Members

If during the course of a school year a member of the Executive Board resigns their position or is removed from office, the following procedure will be used to fill the position:

- The Executive Board member who wishes to resign must notify the President and the Advisor(s) of their intentions

- Once the President and the Advisor(s) is notified they will send out an e-mail to all members informing them of the open position(s) or bring it up at the next meeting
- The position(s) are open to any member of Student Activities Board who wants to take a more active role in the organization and meets the qualifications
- If interested in the position one needs to reply back to the e-mail and inform the President or Advisor(s) of interest in the position
- The President will then contact all the applicants and then schedule an interview with the Executive Board members
- After conducting all the interviews the Executive Board will then select the person to take the open position(s)
- If the Programmer or Publicity Coordinator resigns, applications will be available and a new programmer or publicity coordinator will be hired

Section V: Elections and Application Deadlines

- The President, Vice President and Secretary positions come up for election at the last General Meeting in February.
- Any member of SAB can only hold one executive board position, while in the term of position
- The positions are elected for the next school year and the period from February to May of the current school year will be spent shadowing the current
- Application deadline for Student Programmer, and Publicity Coordinator will be the Friday before the last Friday of February
- Interviews will be conducted by the newly elected Executive Board, the current Executive Board and the Advisor(s)

Section VI: Procedure for Selection Application Positions

Notifications of positions open will be made available in the Student Activities Office starting in the beginning of February for the following positions: Student Programmer, and Publicity Coordinator. A panel consisting of the current and newly elected Executive Board and Advisor(s) will do the selection of these positions.

Section VII: Budget Code

Every Executive Board member shall have the ability to make purchases for their position at a business where the organization has a charge account setup. The budget code and businesses that the organization has charge accounts at can be obtained from the Advisor(s). If an Executive Board member abuses this privilege they will first be informed by the President or the Advisor(s) to watch their spending. The second offense will result in removal from their position. The security of the organizations budget code is extremely important so it should not be shared with anyone who is not on the Executive Board. The President and the Advisor(s) should be notified prior to buying the item. When charging something to the organization please obtain a copy of the receipt and then submit it to the Student Activities Office within a week of making the charge so it can be turned over to the Business Services Office to be paid. If the purchase is a meal or snack you also need to get the names of all people who attended so that can be submitted along with the receipt.

Section VIII: Organization Network Account

Each member of the Executive Board will have the ability to use the organizations computer network account. The password will be one of two possible passwords as decided by the President at the beginning of the school year. When one password runs out then the other one will be used and it is the role of the President to inform all Executive Board members that the password has been changed. The President will also maintain a folder for each Executive Board member to store his or her documents in. Like the organization budget code the password for the network account also must be kept confidential for security purposes. It should only be shared with the members of the

Executive Board and no one else. Any malicious activity done with the organization network account will result in immediate dismissal from the Executive Board.

Article VII: Amending the Constitution

Amendment of the Constitution can be made by a majority vote of the members present at a General Student Activities Board meeting, if a quorum is present. Quorum shall consist of 15 people.

Article VIII: Organization Bylaws

Bylaw I: Attendance

Because the executive board plays a vital role in the overall operation of the organization attendance at executive board meetings is very important. All executive board members are required to attend all meetings if possible. We realize that things come up at the last minute so some flexibility is built in. Members are expected to contact the President at least two hours prior to the meeting if possible. The following describes the details of the attendance policy:

1. Each executive board member will be allowed one unexcused absence each semester.
2. An absence will be considered excused if the President was contacted at least two hours before the meeting. Such circumstances as medical or family emergencies and inclement weather are all way excused absence.
3. If the President is contacted after two hours prior to the meeting it is at his/her discretion to count is at an excused absence.
4. After the second unexcused absence the President will have a conference with that executive board member to discuss his/her lack of attendance.
5. If the conference is ignored the President will ask for the resignation of the member and proceed with removal procedures.
6. The third unexcused absence results in automatic removal from office at the next executive or general meeting.

Bylaw II: Incentive Program

To help encourage and reward members for their contributions to the organization, there shall be an incentive program. During the course of the school year, members can earn points for various activities. Points will be rewarded for the following things:

- 1 points for each general meeting
- 2 points for each committee meeting
- 2 point per hour working an event
- 3 point for recruiting a new active member
- 3 point for nominating someone for member of the month
- 2 point for being nominated for member of the month
- 15 points for receiving member of the month
- 2 points for attendance of Student Senate meeting

The points for each member will be kept track of by the Secretary on the computer in the President's office. If a member has a question regarding his/her points, he/her can contact the Secretary or President. If any questions arise about the points the President has final authority. The incentive program is not something owed to the member it is a privilege.

Bylaws IV: Member of the Month

In addition to the member incentive program, Student Activities Board will also have a member of the month program to recognize the contribution of members to the organization. To nominate someone for member of the month, a member can pick up a form and submit it to the President's office. The President will then collect all the forms for the month and make copies. The comments will then be forwarded to the nominated individual. At the end of the month the President will create a written ballot. At the beginning of the first general meeting of the following month the

president will read the comments to the organization. The ballots will be distributed and the Vice President will tally the votes during the meeting. If a tie occurs, the Vice President will use the incentive points for the month being award as the determining factor. The winner will be announced at the end of the meeting. The winner will receive a certificate and additional points for the incentive program. The member of the month award has the following point values:

- 15 points for receiving member of the month
- 1 point for being nominated member of the month
- 3 point for nominating someone for the member of the month

The member of the month award will only be given for the following months: September, October, November, January, February, March, April.

Bylaw IV: Feedback Forms

To ensure that the organization is meeting the needs of its members, it is very important to listen to the ideas ad comments of people. Additionally periodically the organization must examine if it is offering the students what they really want. To help accomplish this, several forms are used to obtain feedback. Additionally once a semester the President will devote part of the general meeting to having the organization fill out feedback forms on the entire organization as well as for all the committees a member is a part of. This information will then be collected and analyzed to determine what areas the organization needs improvement. The President will also reserve a table outside the cafeteria at least once a semester for the purpose of collecting feedback from the student body. Several events will also be selected during the course of the school year to gather feedback.

Bylaw V: General and Executive Board Meeting Requirements

To ensure that the organization business is taken care of regularly, the Student Activities Board has the following minimal requirements for amount of meetings. The executive board is required to meet once a month or at least four times during the cause of the semester. Additionally Student Activities Board is required to have a general meeting at least twice a month or at least eight times during the semester. The President will set the meeting dates and times at the end of the previous semester and distributed to the members at the beginning of the next semester.

Bylaw VI: Position Salaries

In order to compensate members who hold vital positions (ie: publicity coordinator, and programmer) for their time and to encourage quality work salaries will be paid. Programmer and Publicity Coordinator will be paid minimum wage for the hours worked as described in section III and V of article IV.

Bylaw VII: Advisor(s)

The Advisor(s) of the Student Activities Board will be the Student Activities Coordinator and/or the Director of Student Activities. The Advisor(s) will ensure that all areas of the Student Activities Board's constitution are being followed and assist the organization in any way. The Advisor(s) will serve as the Treasurer for the organization and will sign off on all receipts needing to be paid by Business Services.

Bylaw VIII: Changing Bylaws

To change the organization bylaws a 2/3 vote of the executive board is required. If a general member would like to see a bylaw changed, they need to contact a member of the executive who will then ask the President to add the issue to the next general meeting agenda. After discussing the issue and gather member input it will be voted on at the executive board meeting.