



## **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 entertainment events to Wayne State College for the enjoyment of students

#### *P – People*

With out 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 place were 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 entertainment, 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 and faculty.

#### *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 activities.

### 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 activities with the students in mind. This board will consist of the following positions: President, Vice President, Programmer, Treasurer, Secretary, Historian, Committee Chairpersons.

### Section III:

There shall be nine (9) committees consisting of the following: Concert, Films, Lectures, Multicultural, Off-Campus/Non-Traditional, Special Events, Spring Happenings, Web & Technology, and Wildcat Days. All members are welcome to participate in any one or more of these committees throughout the course of the year.

## **Article IV: Executive Board Position Descriptions & 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 position, the person must have been active in SAB for at least one semester. There is an annual salary for this position. Some of the duties assigned to the President position include:

- Presiding over both executive and general meetings
- Organizing and distributing executive and general meeting agendas
- Planning a meeting schedule at the beginning of each semester and distributing copies to members
- Working closely with Vice President to maintain good organization with executive board members
- Establishing a professional working relationship with the executive board
- Conduct at least 3 hours of regular office hours during the week
- Planning, organizing, and carrying out an annual Presidential event (for example: BINGO)
- Developing and publishing an monthly newsletter to keep all members informed of what is going on in the organization
- Developing and carrying out incentive programs for the members
- Handling public relations with other organizations, faculty, and students.
- Securing all donations from businesses and individuals
- Filling all committee and event reports
- Meeting with the Programmer least an hour each semester to plan the direction of the upcoming semester
- Settling disputes between Programmer and Assistant Programmer

## 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. The Vice President position is determined by election by the general members. Some of the duties performed by the Vice President include:

- Presiding over executive board and general meeting in the absence of the President
- Working with the President on the development of social events and incentive programs for the members
- Being responsible for at least one community service each semester
- Gathering and ensuring committee reports are filled out and turned in by the committees.
- Breaking dead-locks if needed
- Maintaining communication and organization with executive board members as advised by President.
- Turning over a copy of committee and event reports over to the Programmer and to the responsible committee head; the original goes to the President.
- Working one office hour a week as chosen by Vice President.

## Section III: Student Programmer

The Student Programmer is responsible for all matters of programming and arrangements for events. The Student Programmer will also work directly with the executive board and the Director of Student Activities. She/He is also responsible for the carrying out of all events. This is an applied position approved by a panel. This position is paid.

### *Qualifications:*

- GPA of 2.5 or better
- 16 credit hours or less per semester unless approved by Senate
- Effective communication and people skills
- Knowledge of staging and audio-visual equipment is very beneficial
- Involved in Student Activities Board for at least a year.

### *Job Responsibilities:*

- Working with the Student Activities Board to determine what types of programs and entertainment are wanted by the student body.
- Work with President and Student Senate in regards to the budget.
- Contact, work, and deal with agents and managers to obtain entertainment and needed information (physical arrangements, transportation, setup , etc.).
- Act as the college representative in all contractual agreements
- Assist any recognized organization or college departments with programming needs if requested.
- Programmer will work with other schools in obtaining events.
- There will be a minimum of 10 officer hours per week.
- Programmer must maintain a 2.5 GPA and satisfactory academic work as the Student Programmer based on the opinion of the Executive Board.
- The Programmer must work closely with all Executive Board members to ensure that the student body programming needs are being met.

- The Programmer and President will have at least an hour meeting each semester to plan the direction of the upcoming semester.
- Periodically communicate with the Director of Student Activities as needed.

#### Section IV: Assistant Programmer

This position is optional at the discretion of the Student Programmer; if it is decided that there will be no Assistant Programmer the President will step in if necessary. The role of the Assistant Programmer is to help the Student Programmer to assist with his/her duties. It is very important for the Assistant Programmer to work closely and learn the duties and responsibilities of the Student Programmer. This is a paid position. This position will be determined by application.

#### *Qualifications:*

- GPA of 2.5 or better
- 16 credit hours or less per semester unless approved by Senate
- Effective communication and people skills
- Knowledge of staging and audio-visual equipment is very beneficial.
- Be involved in Student Activities Board for at least a year.

#### *Job Responsibilities:*

- Weekly meetings as needed throughout the year
- The Assistant Programmer must attend all SAB events without being paid.
- The Programmer has the discretion to determine when and if the Assistant Programmer will be paid.
- If disagreement over hours occurs the final decision will rest with the President.
- Periodically communicate with the Director of Student Activities as needed.

#### Section V: Secretary

This position is responsible for keeping attendance, minutes, and incentive points for all of the members in the organization. The general members elect the secretary position during the election meeting.

- Required to attend all executive board and general meetings
- Take attendance for each of the meetings
- Keep track of minutes of the meetings
- Send minutes off to the members via either e-mail or letter.
- Enter the incentive points for the meeting into the computer
- Send reminders of when meetings are going to occur.

#### Section VI: Treasurer

The role of the Treasurer is to maintain all financial records for the organization. This position is determined by application and approval by the Student Senate. This is a paid position.

#### *Qualifications:*

- GPA of 2.5 or better
- Knowledge in accounting and budget skills
- Interest in and general knowledge of Student Activities Board

### *Job Responsibilities:*

- Work with Student Activities Board and Student Senate in regards to the budgeting of student activities fee monies used for SAB programming and business.
- Assist the President and Programmer in the preparation of the budget in the spring semester.
- Work with the Finance and Business Office to acquire appropriate budgeting information.
- Must attend each general and executive board meetings
- At each executive board meeting give a budget report.
- Enter and keep the financial records up to date on the computer.
- Check the Treasurer folder down in the Student Activities Office periodically.
- Prepare a monthly written budget report for Student Senate.

### Section VII: Historian

The Historian position is responsible for keeping a historical record of events and activities of the year.

- Must attend all events of if can't attend find someone to take your place to take pictures of the event.
- Upload the pictures from the camera to the computer.
- Create a scrape book from the pictures for display at preview days and for historical record.
- Work with the Web & Technology Committee Chair to determine what pictures will be displayed on the organization website.
- Historian is required to be on the Web & Technology Committee
- Periodically decorate the display case in the cafeteria to promote the organization and its events.

### Section VIII: Publicity Coordinator

This position is responsible for advertising and promoting Student Activities Board events. This position, to do well, requires a lot of time and commitment. To ensure that a quality job is done this position will be monetarily compensated.

### *Qualifications:*

- GPA of 2.5 or better
- Creative clear communicator who is motivated and can work independently.
- An individual with a good work ethic and lots of time to devote to the job.
- Interest in and general knowledge of Student Activities Board.

### *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 committee members for posting around campus.
- Responsible for ensuring that advertising is being done by committee members.
- Contact the library to ensure that advertising is posted on the campus television channel.
- Work with the college radio station to ensure that advertising is being done for Student Activities Board events
- Periodically send out a newsletter via the SAB Event e-mailing list to inform student of upcoming events.

- Work with the Web & Technology chair to maintain this e-mailing list.
- Select promotional items that will build awareness of SAB
- Design and submit SAB Shorts ads to the college newspaper
- Periodically check the publicity folder located in the Student Activities Office for new material

## **Article V: Committee Head Positions Descriptions and Requirements**

### Section I: Concert Committee

The Concert Committee is responsible for planning and organizing all concert activities. They will work to determine what possible the acts the student body would like to see for the concert. The duties of the Concert committee include:

- Assisting the Programmer with organizing and conducting the concert election
- Working with the Programmer to determine the results of the election
- Gathering input from the members during a general meeting
- Presenting a list of artists to the Programmer for them to bid on
- Helping the Programmer with the planning of the concert
- Providing help during the day of the concert
- Staffing the public relation table during the day of the concert
- Submitting committee reports to keep the executive board informed of how assigned tasks are progressing
- The committee chair will be responsible for keeping attendance for all committee meetings and tasks and then submit this to the Secretary
- The committee chair will represent the committee reports to the board to indicate how tasks are progressing
- The committee chair will submit committee reports to the board to indicate how tasks are progressing

### Section II: Films Committee

This committee is responsible for working with their peers to ascertain what movies the campus community would like to see.

- The committee chair shall be responsible for working with a committee on topics concerning films.
- The committee chair shall be responsible for obtaining the film catalog form the Student Activities Office
- The committee chair along with the committee will select the movies for each semester.
- The committee chair shall take this list and work with the Programmer to ensure the films are within the budget
- The committee chair shall be responsible for scheduling projectionists
- The committee chair shall be responsible for training new projectionists
- The committee chair shall be responsible for the publicity of their movies

### Section III: Lecture Committee

The purpose of this committee is to select lecture programs that will be both interesting and informative to the student body on Wayne State College. The head of his committee will be responsible for:

- Working with the whole committee to determine what would go over well on campus
- Reporting the decision made by the committee to the Programmer so the event can be booked
- Working with the Publicity coordinator to promote the lecture program
- Informing other organizations or groups that might benefit or be interested in the particular lecture programs
- Announcing and introducing lecture programs
- Arranging any help that might be needed

### Section IV: Multicultural Committee

The Multicultural committee is responsible for gathering information, selecting and promoting multicultural events for the campus that educate and build an understanding of other races and cultures. The committee will be headed by a chairperson with the following duties:

- Calling a meeting each semester with multicultural organizations to determine what they would like to see done
- Working with multicultural organizations to select and plan events
- Reporting to the Programmer what has been decided so arrangements for the event can be made
- Helping the publicity coordinator in promoting the events
- Arranging help and managing the event sponsored by the multicultural committee

For events to be eligible for funds, a written proposal needs to be submitted to the multicultural committee. All events are subject to joint approval of multicultural committee head and programmer.

### Section V: Off-Campus/Non-Traditional Committee

The chairperson of this committee is to serve as a representative for off-campus and non-traditional students. With this in mind, the committee shall select entertainment that will best meet the needs of these individuals.

- The committee chair shall be responsible for planning and carrying out kid's Halloween, Christmas, and Easter parties.
- The committee chair will ensure that each of these kids parties is well staffed
- The committee chair shall be responsible for working with food services to provide treats for the kids
- The committee chair along with the committee shall be responsible for developing games and other entertainment at the kids' parties.
- The committee chair along with committee shall be responsible for decorating the setting of the kids' parties
- At the discretion of the committee, they could be responsible for the planning and carrying out of coffeehouse entertainment

### Section VII: Special Events Committee

The Special Events Committee is responsible for the planning and administration of several events scattered throughout the school year. Individuals who are interested in this committee must be dedicated because it takes a lot of time and talent to be successful. Some of the responsibilities assigned to this committee include the following:

- During Fall Blast Week the committee is responsible for the planning and carrying out of Mud Volleyball activities or other activity during the week
- During Wildcat Days it is the responsibility of the committee to plan and host Mr. WSC event or other activity during the week.
- This committee is also responsible for taking care of the Open House for holidays.
- Also during the Christmas season they are responsible for arranging and take care of the Christmas Coloring Contest.
- This committee will assist the Programmer with Dry Bar/Karaoke Nights
- Special Events will be also be in charge of the Sweetheart/Freshman Royalty event in February

Each event has a set of checklists that will be on file in the Presidents office, which list the details of each event.

### Section VIII: Spring Happenings Committee

The role of this committee is to plan and to carry out events for the Spring Happenings week. The major event that this committee is responsible for during the school year is the spring formal. Some of the duties involved with this committee include:

- Planning, arranging and decorating for the spring dance
- Helping out with all events that occur during Spring Happenings Week
- At the discretion of the chairperson, working with the publicity coordinator to promote and advertise for Spring Happenings Week
- Assisting the Programmer in planning the Spring Happenings Week
- Deciding a theme and ideas for decorating for Spring Happenings Week
- Additionally work with the committee to obtain ideas for different events

### Section IX: Web & Technology Committee

This committee is responsible for ensuring that Student Activities Board stays current and uses technology to create new and exciting events. Another major contribution of this committee is the maintenance of the website and maintaining communication amongst members. Since this committee works closely with computers and technology it is vital that the chairperson understands computers very well. Some of the duties of this committee include:

- Developing and maintaining the organizations web page
- Developing and maintaining the organizations member internet site
- Keeping the content on both of these sites up to date and current
- Maintaining the mailing list for the organization, executive board and any committees
- Advising the organization of any technological needs
- Providing technical expertise with events requiring the computers

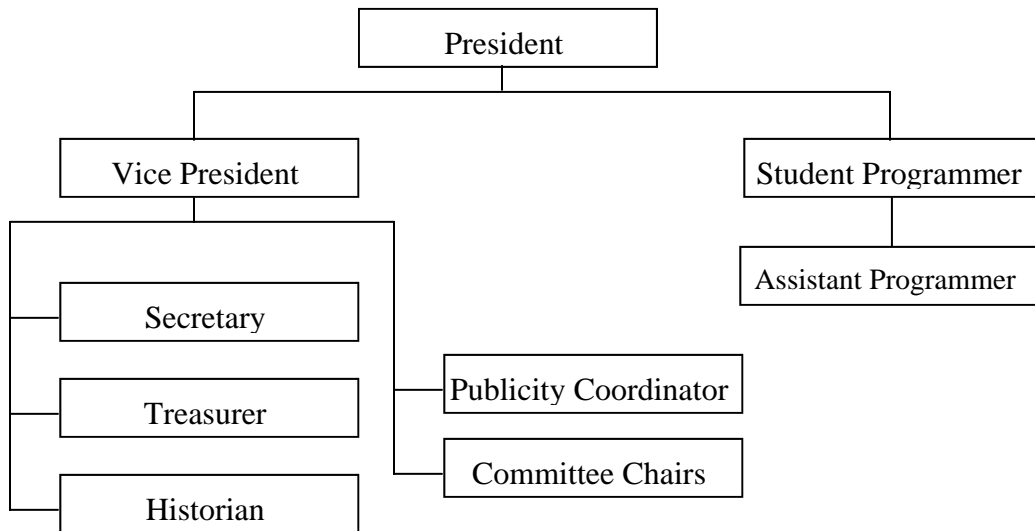
Section X: Wildcat Days Committee

The Wildcat Days Committee is responsible for the brainstorming, planning and carrying out of events during the homecoming week. This committee works with a wide variety of people, ranging from students, faculty, to administrators. For this committee to be successful it requires motivated individuals who are able to work independently. Some of the duties of this committee include:

- Being responsible for carrying out the voting and selection of the Homecoming Royalty.
- Assisting and make arrangements to the Coronation activities
- Organizing the Battle of the Halls and Organizations events
- Arranging for judges and then assist them with the judging of Banner and Floats
- Helping the Student Programmer with the planning of the Dance
- Assisting with any other activities that occur during the week of Wildcat Days

**Article VI: Organizational Policies and Procedures**

Section I: Organizational Structure



## Section II: Committee Chair Duties

In addition to being responsible for their various duties and tasks assigned to their committees. Each chairperson will also be responsible for the following actions:

- Attending all Executive Board meetings
- Representing their committee on the Executive Board
- Conducting a committee meeting at least twice a semester
- Coordinating and contracting all committee members about meeting and tasks
- Sending out committee meeting reminders via e-mail or by phone
- Keeping attendance at committee meetings and submitting a committee report to the Vice President within one week from the committee meeting
- Submitting an Event Report to the Vice President within one week of an event
- Having sign-up sheets prepared before the meeting

## Section III: Removal of the President, Vice President, Programmer & Assistant Programmer

All of these positions require a dedicated individual who wants to do a quality job and help the organization to achieve its goals. But if the organization feels that a person is not 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 other Executive Board members and then turn it into the Director of Student Activities
- The Director of Student Activities 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 2/3 vote of the Executive Board to remove the person

## Section IV: Removal of Committee Chairs and Other Executive Board Members

Individuals who serve on the Executive Board 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:

- An member must submit an written complaint that details why the person should be removed and obtain the signatures of three 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 Director of Student Activities
- 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 from their office.

### Section V: 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 of their intentions
- Once the President 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
- If interested in the position one needs to reply back to the e-mail and inform the President of interest in the position
- The President will then contact all the applicants and then schedule an interview with each one
- After conducting all the interviews the President will then select the person to take the open position(s)
- If the Programmer resigns, the assistant will step up. In the absence of an assistant programmer, applications will be available and a new programmer will be chosen

### Section VI: Elections and Application Deadlines

- The President, Vice President, Historian, Secretary, and all Committee Chair positions come up for election at the last General Meeting in February.
- 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 committee chairperson or officer
- Application deadline for Student Programmer, Publicity Coordinator and Treasurer will be the Friday before the last Friday of February
- If an Assistant Programmer is desired the newly elected Student Programmer will set an application deadline for that position

### Section VII: Procedure for Selection Application Positions

Applications will be made available in the Student Activities Office starting in the beginning of February for the following positions: Student Programmer, Treasurer, and Publicity Coordinator. If the applicant desires to have a copy of the application on computer disk then he/she can stop in to the SAB President's office with a disk and the file will be saved on their disk. A panel consisting of the current and newly elected Student Senate President and Vice President, the current and newly elected SAB President, current Student Programmer, and the Director of Student Activities will do the selection of these positions. For selection of new Treasurer and Publicity Coordinator the panel will review the recommendations of the current Treasurer and Publicity Coordinator respectively. If one of the applicants is a member of the panel, he/she must appoint a replacement for the interviews. If the Student Programmer determines they want to have an Assistant Programmer, applications will be available in the Student Activities Office within a week. Once again a computer version of the application can be obtained from the SAB President if so desired. The application deadline will be set for two weeks following the date the applications are first made available. The selection of Assistant Programmer will rest with the newly elected SAB President and Student Programmer with approval of the newly elected Student Senate President.

## Section VIII: 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 either the President, Student Programmer or the Director of Student Activities. If an Executive Board member abuses this privilege they will first be informed by the President 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 Director of Student Activities or the President 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 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 IX: 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 it as 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:

- 2 points for each general meeting
- 2 points for each committee meeting
- 1 point per hour working an event
- 1 point for recruiting a new member
- 1 point for nominating someone for member of the month
- 1 point for being nominated for member of the month
- 10 points for receiving member of the month

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. At certain times during the school year the president will plan activities for members who have accumulated a certain number of points. The president will then contact all eligible members and arrange a time that works for most people. The incentive program is not something owed to the member it is a privilege. If a member cannot attend he/she will be eligible for the next activity if he/she has enough points.

### 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 from the president's office. He/she will then fill it out and submit it in the box with the other forms. 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, both members will receive the award and associated rewards. The winner(s) will be announced at the end of the meeting. The winner will receive a certificate, ten dollars in chamber bucks, and additional points for the incentive program. The member of the month award has the following point values:

- 10 points for receiving member of the month
- 1 point for being nominated member of the month
- 1 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 and 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. These forms are always available in the president's office for anyone to submit at any time. 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 of committees or the organization need 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 course 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 position (ie: president, treasurer, publicity coordinator, programmer and assistant programmer) for their time and to encourage quality work salaries will be paid. Programmer and Assistant Programmer will be paid minimum wage for the hours worked as described in section III and IV of article IV. President is paid \$500 annually. Publicity coordinator and treasurer are each paid \$250 annually. All set salaries divided quarterly.

#### Bylaw VII: Formation of Adhoc Committee

At certain times a task or assignment does not fit entirely into one or more of the existing committees. To help with this problem, a special adhoc committee can be formed. If the need for an adhoc committee becomes apparent, the president can order one to be formed. The president will ask for any volunteer who would like to serve on the committee. The volunteers who join the committee will appoint a chairperson who will keep the president informed of the committee progress. If multiple volunteers want the chairperson position, the president will appoint one. Committee reports for adhoc committee are optional. However, at the end of the task or assignment a written summary of the committee actions is required. The chairperson of an adhoc committee is responsible for keeping attendance and submitting the summary to the president at completion of the adhoc committee project.

#### 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.