

# STUDENT ACTIVITIES BOARD CONSTITUTION

## **Article 1.**     **Name**

**Section 1.**     The name of the organization shall be the Student Activities Board.

## **Article II.**     **Purpose**

The purpose of the organization shall be:

**Section 1.**     To engage in such activities that will supplement the college curriculum.

**Section 2.**     To set up committees wherever necessary to carry on cultural, educational, social and recreational extra curricular activities program.

**Section 3.**     To consider all suggestions from student and faculty committees for extra curricular activities that are in keeping with the purpose of Student Activities.

**Section 4.**     To offer suggestions to the Director of Student Activities for policies concerning the use of the building and its facilities.

## **Article III.**     **Membership**

**Section 1.**     The general membership of the Student Activities Board shall consist of the officers, the committee chairmen if selected, a member of the Student Activities professional staff and the members.

**Section 2.**     The voting membership shall consist of chairmen of the committees, if available, and the officers.

**Section 3.**     The non-voting membership shall consist of the Student Activities professional and the members of the committees.

## **Article IV.**     **Duties of Officers and Chairmen**

**Section 1.**     The President of the Board shall preside at all meetings of the Board; he shall be ex-officio member of all committees of Student Activities; he shall formulate a written agenda for all activities meetings; he shall preside over all meetings of the Executive Council; he shall appoint all committees and chairmen; he shall appoint student representation to fill executive committee vacancies subject to majority approval of the Board; he shall administer the annual elections of the board; he shall be the official spokesman of the Board.

**Section 2.**     The Vice President of the Board shall preside in the absence of the President. He shall work in a coordinating and advisory capacity to the various committees. Where necessary in the opinion of the Student Activities Board President, the Vice President may be requested to serve as a committee chairman.

- Section 3.** The Secretary shall see that accurate minutes are kept and distributed to all members of the Board. He shall notify all Board members in advance of all scheduled Board meetings.
- Section 4.** The Chairman of a committee shall be directly responsible to the Student Activities board. He shall be the liaison between his committee and the Student Activities Board. He shall be responsible for the recruitment of members to his committee and shall be responsible for implementing the conditional functions of his committee.
- Section 5.** The President must send a verbal monthly report to the President of the Student Government Association of the activities of the Student Activities Board.

**Article V. Standing Committees**

- Section 1.** The Executive committee shall consist of the officers and the committee chairmen. This committee shall make decisions which are expedient to the smooth functioning of the Student Activities Board.
- Section 2.** The Mixer Committee shall be responsible for the planning and implementation of all mixers.
- Section 3.** The Film Committee shall concern itself with films.
- Section 4.** The Special Events Committee shall be responsible for a program of special activities sponsored by the Student Activities Board.
- Section 5.** The Games Committee shall assist all game room supervisors in the development of rules and guidelines governing all aspects of the game room activities.
- Section 6.** The Lecture Committee shall plan lectures, discussions, and related activities.
- Section 7.** The Coffee House Committee shall plan coffee house entertainment, discussions and related activities.

**Article VI. Selection of Officers and Chairmen**

- Section 1.** The President of the Student Activities Board shall be elected by a majority vote of the total voting members of the outgoing Student Activities Board. If he qualifies, it is anticipated that the Student Activities Board Vice President will succeed to the Presidency the following year.
- Section 2.** The Student Activities Board Vice President will be selected by the Student Activities Board President within the first 30 days of the new academic year and must receive approval of a majority vote of the total general membership of the Board. He shall be a freshman if possible.
- Section 3.** The Officers of the Student Activities Board shall appoint the chairmen of the various committees as necessary. If possible, committee chairmen shall be selected from the senior membership of the Student Activities Board and will need approval by a majority vote of the general membership.

**Article VII. Finances**

- Section 1.** The Student Activities Board will submit a budget proposal for approval to the Student Government Association in April of each year.
- Section 2.** The Student Activities Board shall allocate funds from this budget for the activities of its various committees and for its overall operations.
- Section 3.** All financial operations of the Student Activities Board shall be subject to the standing policies of the Budget and Finance Committee of the Student Government Association.
- Section 4.** The annual budget shall be prepared by the officers and committee chairmen and shall be approved for submission to the Student Government Association by a majority vote of the Executive Board.

**Article VIII. Meetings**

- Section 1.** The Student Activities Board shall meet not more than twice each month from September through May and announce the time and place publicly.
- Section 2.** The Executive Committee shall meet at least once each month or more as necessary.
- Section 3.** Each committee shall meet no more than twice each month and announce the time and place in the minutes of the Board meeting immediately prior to the committee meeting.

**Article IX. Procedures**

- Section 1.** Quorum - A simple majority of voting members shall constitute a quorum for the transaction of business by the Executive Board.
- Section 2.** Excessive absences or failure to perform assigned duties shall be reviewed by the Board. Two unexcused absences shall be grounds for dismissal from the Board at the discretion of the President and the approval by a majority of the total voting membership.
- Section 3.** Impeachment and Removal - Officers and chairmen may be impeached for failure to perform their constitutional duties by two-thirds vote of the total voting membership after a hearing at which the accused person is present.
- Section 4.** All meetings of the Board shall be governed by the revised edition of Roberts Rules of Order.

**Article X. Policies**

- Section 1.** The President of the Student Activities Board shall be the official spokesman of the Board.

**Article XI. Amendments**

**Section 1.** This Constitution and its By-Laws may be amended by a two-thirds vote of the total voting membership.

**Article XII.** **Ratification**

**Section 1.** This Constitution shall be approved by a majority of the total voting membership of the Board and shall become effective upon the election of new officers.

**Article XIII.**

**Section 1.** Upon chartering this organization and its documents, it shall for all time remain subordinate to the policies set forth by the Student Government Association Constitution and the duly elected agents prescribed by the Student Government Association Constitution.

5/18/83