

Student Activities Board Constitution Revised Spring 2016

I. Name of the Organization

A. The name of the organization shall be the Student Activities Board, hereafter referred to as SAB or the Board.

II. Mission Statement

A. The Student Activities Board is committed to providing the highest quality of programming to all students while actively seeking to satisfy the diverse entertainment needs of Truman State University.

III. Vision Statement

A. Unfolding from a vast array of perspectives, we envision SAB as an energetic and dynamic organization representing the student body. As members of the Student Activities Board, we will strive to apply collected student input in order to entertain the entire campus. We will utilize all available resources as tools to diversify and improve student programming. Internal and external communication will play a vital role in the success of SAB. Through the years SAB will grow as a Board, maintain professionalism, and unite as a team.

IV. Membership of the Organization

A. SAB shall consist of no more than thirty-five members. A member shall be defined as a person with all duties and obligations of SAB with full voting rights.

1. Membership requirements include:

- a. Shall work a minimum of 3 events per semester outside of both mandatory and committee events.
 - i. In the instance a member reaches 7 non-mandatory events worked in a semester, including committee and non-committee events, the event requirement will be fulfilled.
 - ii. Any member that fulfills this quota shall still be subject to attendance at committee events as defined by the attendance policy.
 - iii. Events shall be defined by the event chair in conjunction with the Executive Committee and the committee chair.
 - iv. Any member under this quota will be subject to the absence policy as defined by IX. A. 4. iii.

b. Shall work at least one office hour per week.

i. If not fulfilled, a member will be subject to the absence policy as defined by IX.

c. Shall attend weekly committee and board meetings.

i. If not fulfilled, a member will be subject to the absence policy as defined by IX.

d. Shall be expected to maintain confidential information as defined by the event chair or the Executive Committee.

i. Members violating this expectation will be subject to Conduct Board referral.

B. Membership of SAB is open to full-time undergraduate or graduate students of the University with a cumulative grade point average of at least 2.5.

C. SAB members retain the right to participate in all SAB events. No member may win a prize that was purchased with Board funds.

D. If available, scholarship jobs will be open to applications from board members who have served at least one semester.

1. Members will be required to reapply for these positions each year.

E. The Selection of New Members.

1. The Membership Selection Committee shall fill vacancies through the year as necessary.

2. The Membership Selection Committee shall consist of the outlined positions in Article I of the by-laws.

3. The Membership Selection Committee shall select from applications submitted by the students to fill vacant positions as outlined in Article 1 of the by-laws.

4. The Executive Committee can fill a vacancy if it occurs within two weeks of accepting new members. The Membership Selection Committee shall reconvene and choose members to fill vacancies based on the most recent application pool. The Executive Committee may recommend that the position(s) remain open until the next regularly scheduled interview period.

F. Reapplication Process

1. After elections have been held in the Spring Semester, all current SAB members (except Exec-elect) will receive the opportunity to reapply.

2. Members are required to turn in applications to Exec-elect and will go through an interview process conducted by Exec-elect and a member not re-applying, preferably of the previous Exec.

3. From this group, Exec-elect shall bring total SAB membership to no more than 30.
4. All past members of the Board are allowed to reapply through the general application pool.
 - i. If the applicant in question cannot attend the designated reapplication date, the applicant shall confer with the current Executive Committee to establish a separate, but equal opportunity to allow for reapplication.
 - ii. The awarding of all absences shall be handled on a case-by-case basis by the current Executive Committee.
5. Shall follow the timeline and procedure outline in Article II of the by-laws.
6. Study Abroad and Internship Reapplication
 - i. Any member wishing to return to the board following a one semester study abroad trip or internship that requires a leave from Truman's campus must present, in writing, a statement of intention to reapply and letter of resignation to the secretary at the time of resignation.
 - ii. These members are now eligible for a reapplication process the following semester.
 - iii. The secretary shall notify the resigned member of the reapplication date and provide him or her with all necessary application materials.

G. SAB Academic Probation

1. If a member's cumulative GPA falls below a 2.50, or semester GPA falls below a 2.00, they will be notified in writing that they have been placed on probation.
2. If a member who is on academic probation fails to raise their cumulative GPA above a 2.50 or semester GPA above a 2.00 in the next consecutive semester, the member will be expelled from the Board, notified in writing.
3. SAB academic probation shall be lifted when the member's cumulative GPA is raised above a 2.50 and semester GPA is above a 2.00.

H. Provisions of the Conduct Board

1. The purpose of the Conduct Board is to handle incidents of member misconduct in a discrete, fair, and judicious manner.
2. Any person who has witnessed a member of SAB behaving in an unprofessional manner or in a way unbecoming of an SAB member shall be able

to fill out a referral form explaining the incident of misconduct and submit it for Conduct Board review.

3. Shall follow the referral process outlined in Article III of the by-laws.

I. A board member will be automatically expelled when one of the following occurs:

1. Misuse of theft or funds.

2. University probation under the Student Conduct Code or other University policies.

3. Cumulative GPA drops below a 2.50 for two consecutive semesters or semester GPA drops below a 2.00 for two consecutive semesters.

4. No longer a full-time undergraduate or graduate student. If a member is no longer a full-time student, (s)he:

i. Must notify the Executive Committee.

ii. Must not drop below 9 hours (undergraduate) or 6 hours (graduate).

iii. Must regain full-time status by next semester, unless graduating that semester.

iv. Failure to comply with 1-3 will result in expulsion.

J. Board notification of the expulsion and/or resignation

1. The Secretary will notify the membership of any expulsion of Board members. No reasons shall be stated.

2. Resigning members must present a letter of resignation to the Executive Committee, whereupon the letter may be read by the resigning member or a member appointed by the resigning member at the next general meeting.

K. Any member may be removed for any reason by a three-fourths vote of the board.

V. Elections

A. The officers of SAB shall be elected positions open to any present member of the Board.

B. Elections of President, Vice President, Secretary, and Treasurer shall take place at an appropriate time the Spring Semester with the date to be determined by the Executive Committee.

C. Attendance at Elections shall be mandatory for all Board members.

D. Application Process

1. Applications shall be made available by the Secretary three weeks prior to elections.
2. Applications are due to the secretary no later than the adjournment of the meeting before elections.

E. Nominating Process

1. Nominations shall be made from the floor by any present member of the Board who is neither a member of the Executive Committee nor running for a position, no more than two weeks prior to, or no later than one week before the election date. There will be no debate at this time.
2. Members nominated have the right to decline.
3. Speeches may be made by all candidates and their nominators on the Election Day, or on a previous date to be determined by the Executive Committee.
 - i. Nominator may speak for up to 2 minutes.
 - ii. Nominee may speak for up to 5 minutes.

F. Election Procedure

1. Voting will be by secret ballot.
2. A majority vote is necessary to be elected.
3. The President shall appoint two members of the Executive Committee not seeking re-election to count the vote.
4. The office of President shall be voted on first followed by Vice President, Secretary, and Treasurer.
5. Candidates not elected for their first office of choice are eligible to run for the remaining offices.

G. Exec-elect shall take over the responsibilities of their offices after a sufficient training period to be determined by the joint Executive Committees.

H. Special Election

1. If there shall be a vacancy of more than three weeks in the office of President, the Vice President shall assume his/her duties during the absence until a special election is held to fill the vacancy during that period.
2. If there shall be a vacancy of more than three weeks in the office of Vice President, Secretary, or treasurer, a special election shall be held to fill the vacancy.

3. Nominations will be taken from the floor.
4. Voting shall take place as soon as possible under the procedures outlined in Section (d) above for the vacant office.
5. The newly elected officer will assume responsibilities immediately.

VI. Meetings

A. Meetings will be held weekly on Thursdays at 6 PM unless otherwise noted by the Executive Committee.

B. A quorum, two-thirds of membership, is required in order for business to be transacted.

C. The Board will be required to act on matters that have the support of at least five percent of the students as represented in the form of the petition.

D. Special Meetings

1. Special meetings may be called by the President with the advice and consent of at least two members of the Executive Committee.
2. May be called by a motion from the floor with a two-thirds vote.
3. The Secretary will notify Board members of an upcoming special meeting.

E. Emergency Meetings

1. Emergency meetings may be called in cases in which meeting in person is not a feasible option
2. Emergency meetings will take place over any reasonable form of communication, including social media forms
3. May be called by the President with the advice and consent of at least two members of the Executive Committee and the advisor.
4. The President will notify Board members of an emergency meeting at least 24 hours in advance of start of the meeting.
5. Votes will be collected by the President and verified by the Secretary.

VII. Committees

A. Executive Committee

1. Shall include the President, Vice President, Secretary, and Treasurer.

2. Shall assume all duties and privileges assigned to it as stated in Article IV of the by-laws.
3. The committee will be responsible for reviewing the guidelines in the by-laws.
- 4 Shall be responsible for internal Board communication and relations.
 - a. Shall be responsible for planning fall and spring retreats.
 - b. Shall be responsible for the continued education of the board.

B. Concerts Committee

1. Shall be responsible for programming and organizing musical performances.
2. The committee will be responsible for reviewing the guidelines in the by-laws.

C. Comedian and Films Committee

1. Shall be responsible for providing comic talent from outside the University.
3. Shall be responsible for planning and carrying out the film schedule for each semester.
4. The committee will be responsible for reviewing the guidelines in the by-laws.

D. Productions Committee

1. Shall be responsible for organizing and coordinating events that utilize campus talents.
2. Shall be responsible for coordinating recreational productions.
3. The committee will be responsible for reviewing the guidelines in the by-laws.

E. Communication and Development Committee

1. Shall be responsible for external communication with all campus organizations, the community, and other collegiate programming boards.
 - a. Shall be responsible for the maintenance and evaluation of social networks and the SAB webpage.

b. Shall be responsible for the communication with programming boards at other universities including attending collegiate conferences and participating in all offerings deemed necessary by the Board (see Article X of the by-laws).

c. Shall be responsible for conducting a survey each year (see Article IX of the by-laws).

2. Shall be responsible for research and development of the Board.

a. Shall be responsible for maintaining a research database.

3. Shall inventory and maintain all equipment, technology and publicity materials owned by SAB and, if warranted, renting equipment to other organizations.

F. Special Events Committee

1. Shall be responsible for programming speakers.

2. Shall be responsible for programming events that involve bringing in talent from outside the University which are not included in the range of other committees' programming.

3. Shall be responsible for programming the Family Day Event, not limited to committee descriptions.

G. Special Committees

1. Constitutional Review Committee

i. Members shall be recommended by Parliamentarian, appointed by the Executive Committee and approved by a two-thirds vote of the board.

ii. Shall recommend amendments to the Constitution.

iii. Shall be responsible for submitting Constitutional changes to the Center for Student Involvement.

2. The Final Blowout Committee

i. Members shall be recommended by the Final Blowout Chair, appointed by the Executive Committee and approved by a two-thirds vote of the board.

ii. Shall be responsible for any and all activities included in the Final Blowout celebration, taking into special consideration the possibility of co-sponsorship both internally among committees and externally among organizations.

3. Other Special Committees

- i. May be created by the Executive Committee.
- ii. May be created by the floor with the approval of a majority vote.

VIII. Appointed Positions

A. The following positions shall be appointed by President with the approval of the Board.

1. Committee Chairpersons
2. Parliamentarian
3. Lyceum Representative
4. SAB Senate Representative
5. New Member Educator
6. Any Other Appointed Positions

B. All duties of associated officers shall be outlined in Section V of the by-laws.

IX. Absences

A. Absence Policy

1. An absence shall be defined as:
 - i. Board Meeting: missing 5 minutes or more.
 - ii. Office Hour: missing any part of an office hour that leaves the office unattended and the window closed.
 - iii. Committee meetings and events: determined as stated below in section ii.
2. Any absence as defined above requires a board member to fill out an absence excuse form.
3. Absences will be determined excused or unexcused from submitted absence excuse forms as follows:
 - i. Committee meetings, by the committee chair.
 - ii. Office hours and Board meetings, by the Executive committee.
 - iii. Retreat, by the executive committee and retreat chair.

iv. Events, by the event chair, in conjunction with the committee chair, and the executive committee.

v. All absences will be determined excused or unexcused within one week following the absence. It is the responsibility of the absentee to notify said parties within one week following in case of extenuating circumstances.

vi. If an absence is excused, it may be reweighed by the executive committee and the event or committee chair.

4. Unexcused absences will be weighted as follows:

i. 2 absences: Any event specified as mandatory by the Executive Committee and the Event Chairperson at the time an event is moved on to the floor. The motion must be passed more than 3 weeks before the event date given.

ii. 1 absence: General Board meetings, office hour, committee meetings, committee chair meetings, and programmed events.

iii. Each member shall work a minimum of three non-mandatory events per semester. For each event that the member is short of this quota, one absence will be issued (excluding any events worth two or more absences)

iv. In the instance a member reaches 7 non-mandatory events worked in a semester, including committee and non-committee events, the event requirements will be fulfilled and no absences will be used.

v. In the event this quota is fulfilled, the each member shall still be responsible for attending committee events as defined by the event chair, committee chair, and executive committee.

vi. After four absences, a member shall be automatically sent to the conduct board by referral of the secretary submitted within one week of the fourth absence.

B. Leaves of Absence

1. Any member who will be absent from Board activities for an extended period of time and wishes to remain a member must request a leave of absence.

2. The President shall have the power to grant leaves of absence using the following criteria:

i. Leaves of absence shall be granted in situations beyond the control of the member (e.g. severe illness)

ii. No leaves of absence shall be granted in situations where the member chooses to be gone (e.g. internships or travel)

3. In cases where a leave of absence is granted, a substitute shall be appointed at the discretion of the executive committee, and the absent member will be considered “on leave”.

4. The absences of a member “on leave” shall not be recorded in the Secretary’s books and upon returning, the member will resume full responsibilities.

X. Amending the Constitution

A. Proposing an Amendment

1. Any member of the Board may move to amend the Constitution at any time.
2. After the motion has been made and seconded, debate is in order.

B. Voting on an Amendment

1. A two-thirds vote of the Board shall be necessary to pass the amendment.
2. Voting shall be by visible means.

XI. Policies and Procedures

A. Definition

1. A set of standards regarding event planning and execution that does not fall under the jurisdiction of the constitution or bylaws and can be suspended at any time with a 2/3 vote of the board.

B. Proposing and Amendment

1. Any member of the Board may move to amend the Policies and Procedures at any time.

C. Voting on Amendment

1. A two-thirds vote of the Board shall be necessary to pass the amendment.
2. Voting shall be by visible means.

XII. Budget

A. Each academic year, the Board shall engage in a process that allocates funds to the individual committees.

B. At the close of Spring Semester, committee chairpersons shall submit a written proposal to the Executive Committee requesting and justifying a net subsidy for the upcoming academic year.

C. The Treasurer and Executive Committee, in consultation with the committee chairpersons, shall review the proposals of each committee and recommend the committee subsidies in the form of a slate to be approved by a two-thirds vote of the board.

XIII. End of the Year Report

A. Budget

1. By the close of the Spring Semester, the Treasurer shall make available to all students the past year's budget.

B. Event Evaluation

1. The Vice President shall make available to students any event evaluations upon the request of the student.

XIV. Anti-Hazing

A. SAB fully understands and will abide by the anti-hazing policy as set forth in the Student Conduct Code of Truman State University 8.050.2. Expectations for Student Organization Conduct Section 14: Abusive affiliation.

Student Activities Board By-Laws Adopted Spring 2007 (Revised Spring 2016)

I. Selections Process

A. These SAB selections process will take place on the third weekend of the Fall or Spring Semesters.

1. The Fall Membership Selection Committee shall select at least three freshmen from applicants.

2. The Membership Selection Committee may recommend that two or fewer positions remain open until the next interview period.

3. The Membership Selection Committee may select from applications taken at that time to bring SAB membership total to no fewer than 30.

4. The Membership Selection Committee shall convene after current SAB members have gone through the reapplication process.

5. In the case where there would not be any positions for this group, it would be acceptable to omit this step of the membership process.

B. The Board must advertise the availability of applications two weeks prior to any interviews used to fill any position(s).

C. The Membership Selection Committee shall consist of the following:

1. The President of SAB
2. Two SAB members at large
3. Two persons outside SAB:
 1. An elected member of Student Government or the Funds Allotment Council.
 2. A representative at large from the student body who is selected through an application process by the Executive Committee.
 - i. The application must be available at least one week in advance.
 - ii. If there are no applications turned in at the deadline, then the SAB President can appoint someone.
4. Advisor

D. The interview process shall proceed as follows:

1. Each candidate in question shall receive a first round singular interview.
2. If warranted, the interviewee will receive recommendation for a second round group interview.
3. All candidates shall be informed by the end of the weekend as to their results of the interview process.

II. Reapplication Process

- A. The SAB Reapplications process shall occur within 3 weeks after the Elections process in the Spring Semester.
- B. The member reapplications shall be made available no longer than one week following Elections.
- C. Reapplications shall be an interview process involving completion of the member reapplication by current Board members and an interview with the Reapplication Committee.
- D. The Member Reapplication Committee shall consist of:
 1. The Executive committee pro-tem;
 2. One member of the departing Executive committee in the succession of President, Vice President, Treasurer and Secretary; If at least one of these positions is not able to participate, the spot shall be filled by the current Parliamentarian.

3. The current Advisor of SAB.

E. In the interview process, questions shall be brought up reflective of the application at hand.

F. Members pursuing chair positions shall submit an additional chair application.

i. The application shall include an action plan for each committee they are interested in.

ii. In the reapplication interview, questions shall be brought up reflective of the individual's chair application.

G. The President shall e-mail the proposed slate to the board at least forty-eight hours in advance of the meeting where voting takes place.

i. The slate shall consist of chair, committee member, and non-standing positions.

ii. The slate must pass by 2/3 vote by secret ballot.

iii. If the proposed slate fails, the Reapplication committee shall reconvene and present a new slate according to the same procedures.

III. Review Process for the Conduct Board

A. The processes necessary for Conduct Board referral shall be outlined in the following section.

1. Referral forms will be available in the SAB Advisor office.

2. Referral forms shall be turned in to the SAB Advisor's office in a sealed envelope marked "Attention: Conduct Board Referral."

3. Referrals will be handled confidentially;

i. Only SAB Advisors and members of the Conduct Board shall have access to referral forms.

4. Referrals can be made by anybody from the campus or greater community who wishes to file a complaint.

B. Referrals can be made at any length of time after an incident has occurred and shall abide by the following timeline:

1. Any referral made more than 1 month after the date of the incident in question will be reviewed and filed, but will not result in a hearing

2. Filed referrals will be taken into consideration during the Reapplication process

i. The Executive Committee reserves the right to not re-select an SAB member on the basis of referral frequency and/or severity.

C. The Conduct Board will be comprised of at most 5 members, but shall never fall below the 4 members, and shall abide by the following guidelines:

1. The Conduct Board members must remain the same for the duration of each referral process.

2. The Conduct Board shall consist of:

i. At least one advisor;

ii. At least three executive committee members;

3. If a member of the executive committee feels that there is a conflict of interest with the person being called to hearing, then that member may remove himself or herself and be replaced in the following order:

i. Other advisor;

ii. Parliamentarian;

iii. Other Non-Standing Committee head chosen at the discretion of the Vice-President and Advisor;

iv. No replacement.

4. Any referral form submitted within 1 month of the date of the incident in question will result in the following hearing process:

i. After the referral form has been submitted to the SAB Advisor, the form will be passed on to the President of SAB who will assemble the Conduct Board.

ii. The President will contact the person making the referral to set up a time to meet with the conduct board to provide further details of the incident in question.

a. If the person making the referral is unwilling to meet with the Conduct Board, or a representative from the Conduct Board, within two weeks of submitting the referral then it will be discarded.

iii. After the Conduct Board meets with the person making the referral, an email will be sent notifying the member in question that they have been referred to the Conduct Board for member misconduct and will be contacted by phone within 24 hours to set up a hearing time.

a. If the member in question is unable or unwilling to meet with the Conduct Board within two weeks of the date of the phone call, then the member is automatically expelled.

iv. During the hearing, the Conduct Board will present a summary of the alleged misconduct and provide the member with an opportunity to explain the situation.

v. After the member in question has explained their side of the story, the Conduct Board will excuse the member to deliberate until they have come to a unanimous resolution.

5. Resolutions must be unanimously decided upon by the Conduct Board and consist of the following:

i. Warning:

a. Whereby the member in question shall remain an active member of SAB but will be warned that their referral will go into a file for review during reapplications.

ii. Probation:

a. Whereby the member in question shall remain an active member of SAB but shall be placed on probation for the remainder of the academic year, at the end of which they will be asked to meet again with the Conduct Board.

i. This probationary hearing will take place prior to reapplications

ii. The member in question will make a statement of why they wish to remain on SAB, and;

iii. Request removal from probation.

iv. The Conduct Board will then choose from the following options

a. Exoneration

b. Warning

c. Expulsion

b. The Conduct Board may elect to reconvene any time during a probationary period in order to vote on a new resolution if they feel the member in question is not upholding SAB standards.

iii. Expulsion

a. Whereby the member in question will be terminated from their position on SAB.

iv. Exoneration

a. Whereby the member in question will be cleared of any allegations.

D. A resolution must be reached within 48 hours after the hearing.

E. The Conduct Board is responsible for notifying the member in question, as well as the person who made the referral of the unanimous resolution within 72 hours after the hearing.

F. In the event that the President is the member being referred to the Conduct Board, the Vice President shall take over presiding.

IV. Duties of Officers

A. President

1. The President of SAB shall preside over the meetings of the Board according to the official parliamentary authority.

i. Shall call the meeting to order on time and proceed with the usual order of business if a quorum is present.

ii. Shall decide all parliamentary questions with the advice of Parliamentarian.

iii. Shall restate each motion. After discussion, restate the motion before taking a vote. Announce results after each vote has been taken.

2. The President shall have the authority to make all SAB appointments with a two-thirds vote needed for confirmation.

3. Veto Power

i. The President shall have the power to veto any measure passed by the Board within 48 hours of its passage.

ii. The President shall file a written account of his/her veto with the Secretary of the Board within the 48-hour period.

iii. The Secretary shall read the veto at the next meeting; a two-thirds vote can override the President's veto.

4. Shall be responsible for familiarizing the whole Board with the Constitution in coordination with the Parliamentarian.

5. Shall be a member of the Lyceum Committee.
6. Shall be a member of the Constitutional Review Committee.
7. Shall be responsible for relations with faculty, staff, and administration.
8. Shall chair the executive committee.
9. Shall be responsible for distributing mail from the Center for Student Involvement mailbox on a regular basis.
10. Shall preside over the conduct board.
11. Shall preside over all non-standing and appointed positions including special committees.
12. Shall assume all other duties assigned to him/her by the Board.

B. Vice President

1. Shall preside over the meeting in the absence of the President.
2. Shall oversee all committee chairs.
3. Shall be responsible for all internal relations and monitor Board morale.
4. Shall review and explain committee chair duties and responsibilities.
5. Shall be responsible for the distribution, review, and organization of event folders.
6. Shall make available to students any event evaluations upon the request of the student.
7. Shall be responsible for overseeing the evaluations of events.
8. Shall be responsible for presiding over Chair meeting.
9. Shall assume all other duties assigned to him/her by the President and/or the Board.

C. Secretary

1. Shall keep a roll of all members and call roll at each meeting.
2. Shall assemble an address and phone list, an officer hour list, and a birthday list.

3. Shall keep and make available minutes of each meeting, and submit weekly minutes to the University archives.
4. Shall keep track of absences and notify the involved member(s) after each absence.
5. Shall keep track of the SAB email account and disperse email accordingly.
6. Shall maintain an ample stock of SAB stationary, envelopes, and office supplies including publicity and technology materials for the Board.
7. Shall be responsible for organizing and maintain Board history as well as maintaining Alumni relations.
8. Shall be responsible for ensuring motions, slates, and supplements are printed for board members for each board meeting.
9. Shall assume all other duties assigned to him/her by the President and/or the Board.

D. Treasurer

1. Shall keep a financial account of SAB.
2. Shall inform each committee (in writing) of their financial status at least once every four meetings and notify the Board when a committee's allotted expenditures for the semester has been exceeded.
3. Shall issue requisitions upon the SAB funds with the approval of payment by the Board on requisitions amounting to over \$100.
4. Shall make all deposits of monies taken in by SAB.
5. Shall in case of emergency have the authority to requisition checks as needed. The issue must then be presented at the next regular meeting.
6. Shall make available to all students the past year's budget by the close of the Spring Semester.
7. Shall assume all other duties assigned to him/her by the President and/or the Board.

E. May be removed from this position by two-thirds vote of the board.

V. Duties of Appointed Positions

A. Committee Chair Persons

1. Shall be appointed by the President and approved by a two-thirds vote. This shall be done by secret ballot.

2. Shall be responsible for organizing their committees, calling all meetings of the committees, and assuring that the goals and duties of the committees are being fulfilled.
3. Shall delegate responsibilities within the committee.
4. May be removed from this position by a two-thirds vote of the board.

B. Parliamentarian

1. Shall be appointed by the President and approved by a two-thirds vote. This shall be done by secret ballot.
2. Shall be responsible for maintaining the “SAB House Rules” based on Robert’s Rules of Order.
3. Must maintain the current SAB House of rules to be reviewed bi-annually.
4. Shall advise the President when s(he) is in doubt concerning parliamentary procedure or the SAB Constitution.
5. Shall be chair of the Constitutional Review Committee.
6. Shall be responsible for updating the constitution with all approved amendments.
7. Shall be responsible for educating all new members regarding the use of Robert’s Rules of Order by attending at least one new member meeting.
8. May be removed from this position by a two-thirds vote of the board.

C. Lyceum Representative

1. Shall be appointed by the President and approved by a two-thirds vote.
2. Shall attend all Lyceum Committee meetings.
3. Shall be a student member to the Lyceum Committee and shall make public the minutes of the Lyceum Committee meeting.
4. Shall report on each of the Lyceum Committee meetings.
5. Shall seek out events for the Lyceum Committee.
6. May be removed from this position by a two-thirds vote of the board.

D. SAB Student Government Representative

1. Shall be appointed by the President and approved by a two-thirds vote.

2. Shall attend all general Student Government meetings.
3. Shall apply and serve as SAB's Organizational Representative on Student Government
4. Shall report on each of the Student Government meetings.
5. May be removed from this position by a two-thirds vote of the board.

E. New Member Educator

1. Shall schedule weekly meetings for new members
2. Shall facilitate an educational tour of offices and facilities frequently used by SAB members, including but not limited to: Publications, Physical Plant, DPS, Sodexo, ResLife, etc.
3. Shall be responsible for the creation and compilation of educational materials for new members as necessary
4. May be removed from this position by a two-thirds vote of the board.

F. Other Appointed Positions

1. May be created by the Executive Committee.
2. May be created from the floor by the approval of a majority vote.
3. May be removed from this position by a two-thirds vote of the board.

VI. Duties of Advisor(s)

- A. Shall be a faculty/staff member.
- B. Shall understand the purpose and direction of SAB.
- C. Shall perform all duties outlined in this section and otherwise in a professional, courteous and respectful manner.
- D. Shall attend Student Activities Board meetings, Executive Committee meetings, General Board meetings, all mandatory events, and any other events or meetings that maintain the functioning of the organization. The Advisor shall also help facilitate all retreats and sit on the Selection Committee.
- E. Develops and/or manages the following budgets: Student Activities Board, Student Activities Board Agency, Student Activities Board Contingency.
- F. Shall deal directly with contracts, lawyers, purchasing, Dean of Student Affairs.
- G. Shall review and process all entertainment and programming contracts negotiated through the Student Activities Board.

H. Shall help confront any negative behaviors or actions that arise from board members. Shall also navigate issues of risk and legal liability.

I. Shall assist with the orientation and training of new members.

J. Shall act as an advocate across campus for SAB.

K. Shall understand the importance of diversity to SAB.

L. Shall provide the guidance needed in achieving SAB objectives.

M. Shall provide motivation and encouragement to all board members at all times.

N. SAB shall have the final approval of an Advisor appointment.

VII. Action Plan

A. A revision of the Action Plan will be conducted every year. The Executive Committee will conduct the Action Plan. The purpose of the Action Plan will be to set feasible goals for SAB as a whole. Individual committee Action Plans will be written each semester in order to set semester goals for the committee.

VIII. Survey Regulations

A. SAB shall conduct a survey once a semester, in accordance with valid and reliable survey techniques, to gauge student interest on possible events and the Board's performance.

1. All survey questions, methods and options will be formally presented at board meeting for discussion and input before the survey can be published to students.

IX. Communication and Development Booking

A. With the opportunities to attend multiple conventions, the Communication and Development committee has the ability to book events without the entire consideration of the board. At all outside collegiate entertainment conventions, the Communication and Development committee shall to adhere to all that is outlined below:

1. To book an act without re-motioning, the CAD committee must enter into a legally binding agreement at conference.

i. A co-op buyer will be established for contract responsibilities at conferences.

ii. When attending NACA, the co-op buyer will have the power to CB (Commit to Block) and CR (Contract Request on Site).

2. The money sent for the purposes of booking acts may only be used for the fees specified in the contract.

X. Apparel Policy

- A. One item will be subsidized per member.
- B. If the Board is interested in purchasing any additional apparel, they shall do by their own means.

XI. Event Contracts

A. Agent Communications

- 1. Making verbal contracts is prohibited.
- 2. Maintain both paper and electronic copies of all communication with agents.
- 3. Provide copies of all communications to your superior, if applicable.

B. Event Announcements

- 1. Announcement of events can be made when the following two conditions have both been met:
 - i. Verbal confirmation for the specific artist and date is provided to the Student Activities Board.
 - ii. The contract from the artist is received by the contract coordinator at Truman State University.
- 2. The announcement should demonstrate that the contract is in process and dependent upon negotiations handled through the contract coordinator and the agency.
- 3. It is permissible to include both the name of the artist and the proposed date and time of the event.

Student Activities Board Policies and Procedures Revised Spring 2016

I. Motion and Event Guidelines

- A. All motions, regardless of committee, shall be due by the time that the Executive Committee deems necessary. Any late motions will not be accepted. All motions must be presented to the Board for a vote at least one month prior to the proposed event date.
 - 1. All motions from Concerts exceeding \$10,000 must come in the form of a slate. A slate includes several acts, researched by the committee, presented to the Board in order of preference.
 - 2. All motions from Comedy and Films exceeding \$10,000 must come in the form of a slate.

3. Any motion requesting \$5000 or more will require a two-thirds vote, and the vote will be published in the minutes.

4. All performer based motions from Special Events exceeding \$10,000 must come in the form of a slate.

5. Any event requesting \$20,000 or more must survey the student body.

B. Student tickets shall be sold at least two days prior to the sale of General Admission tickets.

C. All event evaluation shall be completed, reported to the Board, and turned in to the Vice President within two weeks after the event.

1. If an event occurs within the last two weeks of the academic year then the evaluation shall be presented at summer meeting.

D. All event attendance shall be turned into the Secretary within one week of the event.

II. Media

A. Press Passes

1. Any media wanting press passes to an SAB event must present proper credentials from an existing media outlet. Two press passes will be allowed per outlet. Additional press passes can be issued at committee discretion.

2. Seats will not be reserved for the media. It is an entrance pass, not a guarantee for seating, nor a guarantee for interviews and/or photographs.

3. Pre-performance and post-performance interviews and/or photographs must be arranged with SAB and the performer's representative.

4. Distribution of press passes is the responsibility of the committee planning the event.

B. Media Interview Etiquette

1. Distribution of press passes is the responsibility of the committee planning the event.

i. Arrange a meeting with your superior to discuss possible questions and topics.

ii. Establish what information is public knowledge to be revealed during the interview.

2. Avoid meeting one-on-one with an interviewer; if possible, request that your superior accompany you to the interview.

3. Upon completion of the interview, request to review all quoted material.

III. Venue Reservations

A. General Guidelines

1. Save copies of all confirmations and provide copies for your superior, if applicable.
2. If previously reserved venues are no longer necessary, ensure that the room is cancelled in writing immediately.

IV. Complimentary Admission

A. The SAB Executive Committee shall give complimentary admission to the people in the following positions: SAB Advisors, the University President, and graduated SAB Alumni. Other complimentary tickets shall only be given at the discretion of the Executive Committee in conjunction with the Event Chair.