

# **Constitution of the Student Union Activities Board**

## Contents

<b>Article 1. NAME AND PURPOSE</b>	2
Section 1.1	2
Section 1.2	2
<b>Article 2. STRUCTURE OF THE EXECUTIVE BOARD</b>	3
Section 2.1	3
Section 2.2	3
Section 2.3	3
Section 2.4	4
Section 2.5	4
Section 2.6	4
<b>Article 3. QUORUM AND VOTING POWER</b>	4
Section 3.1	4
Section 3.2	4
Section 3.3	5
<b>Article 4. DUTIES OF THE EXECUTIVE BOARD</b>	6
Section 4.1	6
Section 4.2	6
Section 4.3	10
Section 4.4	11
<b>Article 5. EXECUTIVE BOARD ELIGIBILITY</b>	14
Section 5.1	14
<b>Article 6. EXECUTIVE BOARD SELECTION PROCESS</b>	15
Section 6.1	15
Section 6.2	15
Section 6.3	15
Section 6.4	15
Section 6.5	16
Section 6.6	16
Section 6.7	16
<b>Article 7. TERMINATION OF A BOARD MEMBER</b>	17
Section 7.1	17
Section 7.2	17
Section 7.3	17
<b>Article 8. RESIGNATION OF A BOARD MEMBER</b>	18
Section 8.1	18
<b>Article 9. EXECUTIVE BOARD MEETINGS</b>	18

Section 9.1 .....	18
Section 9.2 .....	18
<b>Article 10. COMMITTEE MEMBERS OF SUAB .....</b>	<b>18</b>
Section 10.1 .....	18
Section 10.2 .....	18
Section 10.3 .....	19
Section 10.4 .....	19
<b>Article 11. TERMINATION AND PROBATIONARY PERIOD OF A COMMITTEE MEMBER .....</b>	<b>20</b>
Section 11.1 .....	20
Section 11.2 .....	20
Section 11.3 .....	21
<b>Article 12. RESIGNATION OF A COMMITTEE MEMBER .....</b>	<b>21</b>
Section 12.1 .....	21
<b>Article 13. COMMITTEE MEETINGS.....</b>	<b>21</b>
Section 13.1 .....	21
<b>Article 14. CONSTITUTIONAL CHANGES.....</b>	<b>21</b>
Section 14.1 .....	22
Section 14.2 .....	Error! Bookmark not defined.
Section 14.3 .....	Error! Bookmark not defined.
<b>Article 15. ROLE OF THE SUAB ADVISOR.....</b>	<b>Error! Bookmark not defined.</b>
Section 15.1 .....	Error! Bookmark not defined.

## Article 1. NAME AND PURPOSE

### ***Section 1.1***

The name of this organization shall be the Student Union Activities Board, hereafter referred to as SUAB. SUAB is a recognized student organization of Oklahoma State University (OSU) which functions under the sponsorship of the OSU Student Union. As such, it shall be responsible to the Student Union Director, through its professional advisor and the Assistant Vice-President of Campus Life, respectively. As such, it shall operate in accordance with the missions of the University and the Student Union, and within their established policies and procedures.

### ***Section 1.2***

*SUAB has been established for the following purposes:*

- 1) To enhance the quality of campus life through well-considered educational, cultural, social and recreational events and activities;
- 2) To foster greater interaction and understanding among students, faculty, staff, administration, alumni and guests of the University community through informal association;

- 3) To develop individual skills and competencies in citizenship, leadership, social and ethical responsibilities, and group effectiveness, through active participation in student life and campus affairs;
- 4) To promote a sense of loyalty to the Student Union and the University;
- 5) To assist other campus agencies and organizations in achieving the educational and service mission of the University; and
- 6) To provide student input and counsel into the management of operations of the Student Union.

## **Article 2. STRUCTURE OF THE EXECUTIVE BOARD**

### ***Section 2.1***

*The Executive Board, henceforth referred to as the Executive Board of SUAB shall be composed of administrative positions as described in Article II, Section 2; programming positions as described in Article II, Section 3; and Ex-Officio members as described in Article II, Section 4.*

### ***Section 2.2***

*The Administrative positions included in the Executive Board shall include the following:*

- 1) President;
- 2) Vice President of Membership;
- 3) Head of Marketing;
- 4) Head of Social Media;
- 5) Vice President of Programming;
- 6) Administrator.

### ***Section 2.3***

*The Programming positions included in the Executive Board shall include the following:*

- 1) Culture & Social Issues Director;
- 2) Spirit Director;
- 3) Talent Director;
- 4) Leisure and Entertainment Director;
- 5) North Dining Director;
- 6) Art Festival Director; and
- 7) Theater on the Lawn Director.

**Section 2.4**

*Ex-Officio Non-Voting Members of the Executive Board shall include:*

- 1) Director of the Student Union;
- 2) Assistant Vice-President of Campus Life;
- 3) Student Union Programs Advisor;
- 4) Student Union Programs Graduate Assistant(s) when available; and
- 5) Orange Wall Liaison.

**Section 2.5**

*Persons who have rendered outstanding service to the OSU Student Union may be named as honorary members of SUAB through a majority vote of the Executive Board.*

- 1) All general board and executive members will have the opportunity to nominate possible honorary members;
- 2) All nominations will be brought to the executive board for discussion;
- 3) Executive board will vote by secret ballot to select honorary members; and
- 4) Honorary members will be invited to the banquet so the executive board of SUAB can present them with their award.

**Section 2.6**

*A Summer Programming Committee may be enacted with current members of SUAB, when needed. Duties of the Summer Programming Committee shall include the following:*

- 1) Assist with Summer on the Plaza program;
- 2) Assist with Orientation & Enrollment;
- 3) Attend Summer Committee Meetings;
- 4) Assist in developing ideas for promotional/marketing plan for upcoming school year; and
- 5) Assist with other projects as needed.

## **Article 3. QUORUM AND VOTING POWER**

**Section 3.1**

*In order to conduct the formal business of SUAB, a quorum shall be defined as two-thirds of the voting members of the Executive Board, by secret ballot.*

**Section 3.2**

*All Executive Board members, excluding Ex-Officio members and the requester of the vote,*

*shall have equal voting and administrative power. Decisions dealing with SUAB or related functions will normally be made by consensus. If consensus cannot be reached, a two-thirds vote of the Executive Board present at the announced meeting will be taken, provided a quorum is present. In the event that the Advisor of SUAB is not available, a Graduate Assistant, the Assistant Vice-President of Campus Life or the Student Union Director shall serve in this capacity, for interim decisions.*

### ***Section 3.3***

*The Executive Board shall have the right to accept or reject any or all parts of a program proposal submitted to them. If any part of the proposal is rejected, the programming director shall have the opportunity to revise the proposal and resubmit it at the next scheduled Executive Board meeting.*

## Article 4. DUTIES OF THE EXECUTIVE BOARD

### ***Section 4.1***

*Duties of the Administrative positions of the Executive Board shall include the following:*

- 1) Provide leadership for SUAB;
- 2) Develop and recommend policies and procedures for SUAB;
- 3) Interpret, enforce, and abide by the Constitution of SUAB and the Student Union policies related to SUAB activities;
- 4) Support the activities of SUAB;
- 5) Tuesday evenings are mandatory SUAB nights reserved for all things needed for the functionality of SUAB;
- 6) Administrative positions must attend at least two events per committee per semester;
- 7) Recommend and lead the formulation of SUAB goals and objectives which are consistent with the mission of the organization and the OSU Student Union;
- 8) Attend weekly meetings of the Executive Board;
- 9) Work with the Programming members of the Executive Board;
- 10) Re-evaluate the SUAB Constitution at least once every year or as needed;
- 11) Meet weekly with SUAB Advisor or SUAB Graduate Assistant(s);
- 12) Assist in the training of incoming chairs who will be taking their positions;
- 13) Attend retreats and other mandatory SUAB events; and
- 14) Other duties as assigned.

### ***Section 4.2***

*Specific duties of the Administrative positions of the Executive Board shall include:*

- 1) President
  - a) Schedule and preside over all Executive Board meetings;
  - b) Ensure that the administrative members of the Executive Board function properly and that they implement successful SUAB functions;
  - c) Keep and manage records of Executive Board attendance;
  - d) Serve as SUAB's official representative to other campus groups, leaders and administrators;

- e) Manage co-sponsorship forms;
- f) Manage equipment rental forms;
- g) Assist when needed in the development of the overall marketing and branding strategy for SUAB;
- h) Assess SUAB event satisfaction and seek new event ideas from the OSU community;
- i) Maintain regular communication with large campus constituencies;
- j) Meet with the SUAB Advisor and/or SUAB Graduate Assistant(s) weekly;
- k) Maintain and manage contact with all SUAB co-sponsorship applicants;
- l) Lead the re-evaluation of the SUAB Constitution with the Executive Board;
- m) Meet regularly with the Administrative positions of the Executive Board to discuss SUAB status;
- n) Attend all events whenever possible;
  - i) Tuesday evenings are mandatory SUAB nights reserved for all things needed for the functionality of SUAB;
  - ii) The President must attend at least two events per committee per semester;
- o) Hold at least 5 office hours per week, during the hours of 8 AM to 6 PM; and
- p) Other duties as assigned by the SUAB Advisor, and SUAB Graduate Assistant(s).

## 2) Vice President of Membership

- a) Fulfill the obligations of the President in their absence;
- b) Create SUAB General Board membership application and coordinate its distribution;
- c) Notify all potential and current General Board members of the status of their membership;
- d) Plan, prepare for, and facilitate all SUAB membership recruitment efforts;
- e) Create new strategies to retain members throughout the fall and spring semesters;
- f) Plan social/developmental activities for SUAB members (retreats, banquets, etc.);
- g) Maintain master list of all current SUAB members containing committee placement, sign-in documentation and contact information;
- h) Facilitate SUAB's involvement in all service and philanthropic events;



- i) Meet with the SUAB Advisor and/or SUAB Graduate Assistant(s) weekly;
- j) When available meet with the Student Union Director; at least once a semester;
- k) Attend events whenever possible;
  - i) Tuesday evenings are mandatory SUAB nights reserved for all things needed for the functionality of SUAB;
  - ii) The Vice President of Membership must attend at least two events per committee per semester;
- l) Run weekly General Board member meetings;
- m) Meet regularly with the Programming positions of the Executive Board to discuss SUAB member statuses and membership efforts;
- n) Hold at least 4 office hours per week, during the hours of 8 AM to 6 PM; and
- o) Other duties as assigned by the SUAB Advisor, and SUAB Graduate Assistant(s).

### 3) Head of Marketing

- a) Lead the development of the overall marketing and branding strategy for SUAB;
- b) Execute regular tabling events;
- c) Oversee and execute all group marketing efforts;
- d) Assist Executive Board in adhering to marketing requirements;
- e) Work closely with the Head of Social Media to ensure marketing efforts are cohesive;
- f) Oversee a marketing team selected semesterly through an application;
- g) Communicate all marketing and brand initiatives to Executive Board;
- h) Meet regularly with the Administrative positions of the Executive Board to discuss SUAB marketing and brand strategies;
- i) Attend events whenever possible;
  - i) Tuesday evenings are mandatory SUAB nights reserved for all things needed for the functionality of SUAB;
  - ii) The Head of Marketing must attend at least two events per committee per semester;
- j) Meet with the SUAB Advisor and/or SUAB Graduate Assistant(s) weekly;
- k) Hold at least 4 office hours per week, during the hours of 8 AM to 6PM; and
- l) Other duties as assigned by the SUAB Advisor, and SUAB Graduate

Assistant(s).

4) Administrator

- a) Record minutes at all SUAB Executive Board meetings;
- b) Maintain a record of and distribute all Executive Board meeting minutes;
- c) Maintain an accurate budget;
- d) Update the Executive Board on their budgets as needed;
- e) Maintain a cost/person analysis record for each event hosted by SUAB;
- f) Assist Programming Committees in proposing and maintaining budgets for events;
- g) Oversee and market any and all SUAB fundraising efforts as needed;
- h) Oversee and manage the official SUAB email account;
- i) Educate Programming Committees on budgeting skills and practices;
- j) Attend events whenever possible;
  - i) Tuesday evenings are mandatory SUAB nights reserved for all things needed for the functionality of SUAB;
  - ii) The Administrator must attend at least two events per committee per semester;
- k) Meet with the SUAB Advisor and/or SUAB Graduate Assistant(s) weekly;
- l) Meet regularly with the Administrative positions of the Executive Board to discuss SUAB monetary efforts;
- m) Hold at least 4 office hours per week, during the hours of 8 AM to 6PM; and
- n) Other duties as assigned by the SUAB Advisor, and SUAB Graduate Assistant(s).

5) Head of Social Media

- a) Maintain and update SUAB's social media accounts weekly;
- b) Create a social media plan to help increase the visibility of SUAB;
- c) Prepare a slideshow for the SUAB banquet;
- d) Create and maintain an archive of the year containing SUAB photos from the year;
- e) Designs an end of the school yearbook for all members;
- f) Maintain an event schedule to assign committee members to photograph all SUAB events;

- g) Attend events whenever possible;
    - i) Tuesday evenings are mandatory SUAB nights reserved for all things needed for the functionality of SUAB;
    - ii) The Head of Social Media must attend at least two events per committee per semester;
  - h) Meet with the SUAB Advisor and/or SUAB Graduate Assistant(s) weekly;
  - i) Meet regularly with the Administrative positions of the Executive Board to discuss SUAB social media marketing and brand strategies;
  - j) Hold at least 4 office hours per week, during the hours of 8 AM to 6PM; and
  - k) Other duties as assigned by the SUAB Advisor, and SUAB Graduate Assistant(s).
- 6) Vice President of Programming
- a) Plan, prepare for, and facilitate all DIY Wednesday and #Pete'sBookshelf events;
  - b) Ensure that the **Programming Director** members of the Executive Board function properly and that they implement successful SUAB functions;
  - c) Oversee the semesterly Partnership Planning form and actively reach out to organizations for partnership;
    - (1) Establish relationships with community partner and promote SUAB activities to the Stillwater and surrounding community;
  - d) Hold at least 4 office hours per week, during the hours of 8 AM to 6 PM;
  - e) Other duties as assigned by the SUAB Advisor, and SUAB Graduate Assistant(s);
  - f) Attend events whenever possible;
    - i) Tuesday evenings are mandatory SUAB nights reserved for all things needed for the functionality of SUAB;
    - ii) The Vice President of Programming must attend at least two events per committee per semester; and
  - g) Meet with the SUAB Advisor and/or SUAB Graduate Assistant(s) weekly;

### ***Section 4.3***

*Duties of the Programming positions of the Executive Board shall include:*

- 1) Conduct and complete a program evaluation within one week after each program;
- 2) Obtain feedback on events from SUAB members, volunteers, and campus participants;

- 3) Complete and store the program evaluation for each event;
- 4) Assist committee members in their development as leaders and members of SUAB;
- 5) Aid in marketing efforts for committee specific events;
- 6) Limit their extracurricular involvement to the extent that they may perform the duties of their office effectively and efficiently;
- 7) Coordinate and chair weekly meetings of their respective committees;
- 8) Work collaboratively with the Administrative members of the Executive Board;
- 9) Support the activities of SUAB;
- 10) Tuesday are mandatory SUAB nights reserved for all things needed for the functionality of SUAB;
- 11) Programming positions must attend at least two events per committee per semester;
- 12) Attend weekly meetings of the Executive Board;
- 13) Establish a list of expectations for committee members;
- 14) Evaluate committee members at the end of each semester;
- 15) Meet with the SUAB Advisor and/or SUAB Graduate Assistant(s) weekly;
- 16) Assist in the training of incoming chairs who will be taking their positions;
- 17) Attend retreats and other mandatory SUAB events; and
- 18) Work with other committee chairs to collaborate on events throughout the semester.

#### ***Section 4.4***

*Specific duties of the Programming positions of the Executive Board shall include:*

- 1) Culture & Social Issues Director
  - a) Plan programs that broaden horizons and heighten awareness of social issues and cultures within the Student Union for OSU students, staff and the Stillwater community;
  - b) Collaborate with academic departments and other offices/organizations (i.e. ISO, Office of Multicultural Affairs, ISS, etc.) on campus to create events;
  - c) Plan programming that stimulates thought and/or action that address current events and hot topics relevant to college students, faculty and staff;
  - d) Attend other committee events whenever possible;
    - i) Tuesday evenings are mandatory SUAB nights reserved for all things needed for the functionality of SUAB;

- ii) The CSI Director must attend at least two events per committee per semester;
- e) Meet with the SUAB Advisor and/or SUAB Graduate Assistant(s) weekly;
- f) Hold at least 3 office hours per week, during the hours of 8 AM to 6 PM Monday-Friday; and
- g) Other duties as assigned by the SUAB Advisor, and SUAB Graduate Assistant(s).

## 2) Spirit Director

- a) Plan events promoting OSU sports and overall on-campus spirit within the Student Union for OSU students, staff and the Stillwater community;
- b) Plan and participate in Spirit Walks;
- c) Attend other committee events whenever possible;
  - i) Tuesday evenings are mandatory SUAB nights reserved for all things needed for the functionality of SUAB;
  - ii) The Spirit Director must attend at least two events per committee per semester;
- d) Meet with the SUAB Advisor and/or SUAB Graduate Assistant(s) weekly;
- e) Hold at least 3 office hours per week, during the hours of 8 AM to 6 PM Monday-Friday; and
- f) Other duties as assigned by the SUAB Advisor, and SUAB Graduate Assistant(s).

## 3) Leisure and Entertainment Director

- a) Work to create and maintain recreational outlets within the Student Union for OSU students, staff and the Stillwater community;
- b) Create activities that promote friendly competition and tests of skill and luck;
- c) Attend other committee events whenever possible;
  - i) Tuesday evenings are mandatory SUAB nights reserved for all things needed for the functionality of SUAB;
  - ii) The Leisure & Entertainment Director must attend at least two events per committee per semester;
- d) Meet with the SUAB Advisor and/or SUAB Graduate Assistant(s) weekly
- e) Hold at least 3 office hours per week, during the hours of 8 AM to 6 PM Monday-Friday; and
- f) Other duties as assigned by the SUAB Advisor, and SUAB Graduate Assistant(s).

4) North Dining Director

- a) Plan and execute programming suitable for the North Dining Facilities;
- b) Create events that more actively engage OSU residents living in areas surrounding the North Dining Facilities;
- c) At minimum, coordinate one event with the Resident Hall Association each semester;
- d) Attend other committee events whenever possible;
- e) Tuesday evenings are mandatory SUAB nights reserved for all things needed for the functionality of SUAB;
- f) The North Dining Director must attend at least two events per committee per semester;
- g) Meet with the SUAB Advisor and/or SUAB Graduate Assistant(s) weekly;
- h) Hold at least 3 office hours per week, during the hours of 8 AM to 6 PM Monday-Friday; and
- i) Other duties as assigned by the SUAB Advisor, and SUAB Graduate Assistant(s).

5) Art Festival Director

- a) Term takes place during the Fall semester;
- b) Plan, prepare for, and facilitate the OSU Art Festival;
- c) Attend other committee events whenever possible;
- d) Tuesday evenings are mandatory SUAB nights reserved for all things needed for the functionality of SUAB;
  - i) The Art Festival Director must attend at least two events per committee per semester;
  - ii) Meet with the SUAB Advisor and/or SUAB Graduate Assistant(s) weekly;
- e) Hold at least 3 office hours per week, during the hours of 8 AM to 6 PM Monday-Friday; and
- f) Other duties as assigned by the SUAB Advisor and the SUAB Graduate Assistant(s).

6) Theater on the Lawn Director

- a) Term takes place during the Spring semester;
- b) Plan, prepare for, and facilitate the Theater on the Lawn production;
- c) Attend other committee events whenever possible;
  - i) Tuesday evenings are mandatory SUAB nights reserved for all things needed for the

- functionality of SUAB;
  - ii) The Theater on the Lawn Director must attend at least two events per committee per semester;
  - d) Meet with the SUAB Advisor and/or SUAB Graduate Assistant(s) weekly;
  - e) Hold at least 3 office hours per week, during the hours of 8 AM to 6 PM Monday-Friday; and
  - f) Other duties as assigned by the SUAB Advisor and the SUAB Graduate Assistant(s);
- 7) Talent Director
- a) Plan events that promote displays of talent within the Student Union for OSU students, staff and the Stillwater community;
  - b) Search for talent to bring to the OSU campus and work with SUAB Advisor regarding bookings and contracts;
  - c) Attend other committee events whenever possible;
    - i) Tuesday evenings are mandatory SUAB nights reserved for all things needed for the functionality of SUAB;
    - ii) The Talent Director must attend at least two events per committee per semester;
  - d) Meet with the SUAB Advisor and/or SUAB Graduate Assistant(s) weekly;
  - e) Hold at least 3 office hours per week, during the hours of 8 AM to 6 PM Monday-Friday; and
  - f) Other duties as assigned by the SUAB Advisor, and SUAB Graduate Assistant(s).

## **Article 5. EXECUTIVE BOARD ELIGIBILITY**

### ***Section 5.1***

*In order for a student to be eligible for membership on the SUAB Executive Board, the following criteria must be met:*

- 1) All Executive Board members shall be full-time students (12 hours undergraduate, or 9 hours graduate) according to OSU Students' Rights and Responsibilities;
  - a) An exception may be made to students on their final semester of school at the university; and
- 2) All Executive Board members must possess a 2.5 GPA (3.0 GPA for Graduate Students) or above during the Executive Board application process and maintain a 2.5 GPA (3.0 GPA for Graduate

Students) or above throughout their term of office.

## **Article 6. EXECUTIVE BOARD SELECTION PROCESS**

### **Section 6.1**

#### *Dates of Application and Selection*

- 1) The President, Vice President of Membership, and Vice President of Programming, and are to be selected first;
  - a) The application and selection process shall open at a time determined by the current President, Vice President of Membership, Vice President of Programming, and SUAB Advisor and shall remain open for two weeks; and
  - b) After the President, Vice President of Membership, and Vice President of Programming applications have closed, the applications for the remaining positions shall open and the selection process shall begin.

### **Section 6.2**

#### *Eligibility of the Executive Board (Excluding President)*

- 1) All members of SUAB who have served at least one semester as a member of SUAB shall be eligible to apply for and serve all vacant Executive Board positions.

### **Section 6.3**

#### *Eligibility of the President and VP of Programming*

- 1) All members of the Executive Board who have served in their positions on the SUAB Executive Board for at least one complete semester shall be eligible to apply for President and VP of Programming..
- 2) In the circumstance that no current Executive Board member applies and/ or is selected for the role of President or VP of Programming, applications will open to the General Board Members

### **Section 6.4**

#### *Selection of the Executive Board*

- 1) Selection of Executive Board shall begin with selecting the President, Vice President of Membership, and Vice President of Programming through an interview process with a selection committee that must, but is not limited to, include the SUAB Advisor, current President and/or Vice President of Membership, at least one representative from Campus Life and a SUAB General Board representative; and
- 2) Selection of the remaining Executive Board shall be conducted through an interview process with a selection committee that must but is not limited to, include the SUAB Advisor and President-elect.



**Section 6.5***Installation of the Executive Board*

- 1) The Executive Board-elect will not assume full control of the Board or gain voting privileges until their formal installation is complete after the end of the year banquet;
- 2) During the time between election and installation, newly elected Executive Board members will serve in an apprenticeship capacity, attending weekly executive meetings of the current officers; and
- 3) Current officers should use this time as a period of transition to fully inform the Executive Board-elect of their upcoming duties and responsibilities.

**Section 6.6***Executive Board Vacancies*

- 1) In the event that an Executive Board position becomes vacant, applications shall be accepted for a two-week period;
- 2) If the vacancy occurs at the end of a semester, selection procedures shall follow those outlined above; and
- 3) If the vacancy occurs at the beginning or mid-semester, applicants will appear before the Executive Board during the Executive Board weekly meeting, and the Executive Board will decide who should fill the vacancy using a majority vote.

**Section 6.7***Executive Board Scholarships*

- 1) Each executive is awarded a scholarship for being selected through the executive interview process.
- 2) The scholarship will be awarded once at the end of the Fall semester and once at the end of the Spring Semester.
- 3) The scholarship totals are as follows:
  - a) President: \$900, equal to \$450 per semester;
  - b) Vice President of Programming: \$700, equal to \$350 per semester;
  - c) Vice President of Membership: \$700, equal to \$350 per semester;
  - d) Head of Marketing: \$700, equal to \$350 per semester;
  - e) Administrator: \$700, equal to \$350 per semester;
  - f) Head of Social Media: \$700, equal to \$350 per semester; and
  - g) Programming Directors: \$600, equal to \$300 per semester.

- 4) Scholarship amounts are subject to reduction if an Executive Board member is unable to fulfill all duties outlined in this document to a satisfactory degree.

## **Article 7. TERMINATION OF A BOARD MEMBER**

### ***Section 7.1***

*Any member of the SUAB Executive Board can be removed from office if just cause is shown to warrant such removal. Just cause for removal shall include:*

- 1) Deliberate violation or disregard for any part of the SUAB Constitution, bylaws or procedures;
- 2) Failure to maintain a standard of conduct that is exemplary of a student leader as recommended by the SUAB Advisor;
- 3) Mismanagement of SUAB funds;
- 4) Failure to perform any of the responsibilities of the position as recommended by the SUAB Advisor;
- 5) More than three (3) absences per semester from the Executive Board meetings. Notification should be made to the President by phone, in writing or by e-mail at least one full day prior to the event in which attendance is required, with the exception of unavoidable emergencies;
- 6) Failure to maintain the proper number of office hours as established in this constitution for three consecutive or nonconsecutive weeks in a semester; and
- 7) Failure to maintain good academic progress and standing with the University as outlined in Article 5, Section 1.

### ***Section 7.2***

*The process for determining just cause for removal will be carried out by the SUAB Advisor and/or SUAB Graduate Assistant(s). The member in question will be notified in writing or by e-mail and given the following options: (1) The member may voluntarily turn in a letter of resignation as outlined in Article 8; or (2) a termination hearing shall be initiated for that member.*

### ***Section 7.3***

*Steps in the termination process shall include:*

- 1) The member in question will be given the opportunity to write a letter on their behalf to the Executive Board or present at a meeting regarding the issue at hand;
- 2) At the meeting in which the issue is presented to the Executive Board, the member in question will be given the opportunity to speak on their behalf or their statement will be read;
- 3) After the member has been given the opportunity to speak on their behalf, or their statement has been read, they will be excused from the meeting, and discussion of the issue will begin;
- 4) Voting procedures shall follow the guidelines described in Article 3; and

- 5) It will be the SUAB Advisors' responsibility to inform the member in question of the Student Union Activities Board's action.

## **Article 8. RESIGNATION OF A BOARD MEMBER**

### ***Section 8.1***

*All resigning Board members shall present an official letter of resignation to the President and/or SUAB Advisor.*

## **Article 9. EXECUTIVE BOARD MEETINGS**

### ***Section 9.1***

*The official meeting time of the Executive Board shall be determined by the Board Members each semester of the regular academic year. If an alternate meeting time is needed, it shall be arranged at the discretion of the Executive Board at least one full day in advance. The meetings shall be open, although only the members of the Executive Board shall have voting privileges.*

### ***Section 9.2***

*Any SUAB trips such as national or regional conferences shall be first reserved for Executive Board members, and then other available spots may be filled by SUAB Committee members; or at SUAB Advisor Discretion*

## **Article 10. COMMITTEE MEMBERS OF SUAB**

### ***Section 10.1***

*In order for a student to be eligible for membership in SUAB, the following criteria must be met:*

- 1) All members shall maintain a 2.0 GPA (3.0 GPA for Graduate Students) or above.

### ***Section 10.2***

*Membership Selection*

- 1) The Vice President of Membership will determine the number of vacancies in the organization at the end of each semester;
- 2) Applications to fill those vacancies will be released to the campus population at a time determined by the Vice President of Membership and will be open for at least two weeks;
- 3) Applications will be reviewed by the Vice President of Membership to determine the standing of each applicant; and
- 4) All members in good standing who wish to return after completion of one semester are welcome to do so and will not be required to reapply.

**Section 10.3**

*SUAB may include any of the following committees:*

- 1) Social Media Committee;
- 2) Membership Committee;
- 3) Marketing Committee;
- 4) Culture and Social Issues Committee;
- 5) Talent Committee;
- 6) Spirit Committee;
- 7) Leisure and Entertainment Committee;
- 8) North Dining Committee;
- 9) Theater on the Lawn Committee;
- 10) Art Festival Committee;
- 11) Ad Hoc Committees.

**Section 10.4**

*Duties of the SUAB Committee Members shall include:*

- 1) Attend weekly meetings on Tuesdays whenever possible;
- 2) Assist in planning, attending, and executing specific committee events, meetings or socials;
- 3) Develop new and innovative ideas for events to be implemented by the committee;
- 4) Collaborate with other members of the committee to complete tasks in a timely manner;
- 5) Complete weekly tasks as assigned by the committee director;
- 6) Assist with marketing efforts of all SUAB events and general marketing;
- 7) Attend retreats, and other mandatory SUAB membership events whenever possible;
- 8) Attendance of their own committee's events, barring communicated circumstances;
- 9) Attend other committee events whenever possible;
  - a) Members are only eligible to win prizes at SUAB events that are equal to or lesser than \$75 value; and
- 10) Other duties as assigned by the Committee Director, SUAB Advisor, and/or SUAB Graduate Assistant(s).

## **Article 11. TERMINATION AND PROBATIONARY PERIOD OF A COMMITTEE MEMBER**

### **Section 11.1**

*Any member of a SUAB Committee can be removed from office if just cause is shown to warrant such removal. Just cause for removal shall include:*

- 1) Deliberate violation or disregard for any part of the SUAB Constitution, bylaws or procedures;
- 2) Failure to maintain a standard of conduct that is exemplary of a student leader as recommended by the SUAB Advisor;
- 3) Failure to perform any of the responsibilities of the position as recommended by the SUAB Advisor;
- 4) More than three uncommunicated absences per semester from the Committee meetings;
  - a) Notification should be made to the respective director at least one full day prior to the event in which attendance is required, with the exception of emergencies;
- 5) Failure to perform weekly tasks as established in Article 10, Section 4 of this constitution;
- 6) Failure to maintain good academic progress and standing with the University as outlined in Article 5, Section 1; and
- 7) The process for determining just cause for removal will be carried out by the Committee Director, Vice President of Membership, or SUAB President.

### **Section 11.2**

*Steps in the probationary period process shall include:*

- 1) The Committee Director, Vice President of Membership, SUAB President, or advisor will determine just cause for removal of a member;
- 2) The member in question will receive an email from the SUAB Advisor and/or Vice President of Membership that outlines the issue that qualifies for just cause of termination illustrated in Article 11.1;
- 3) The Vice President of Membership and the SUAB advisor will be responsible for scheduling a behavior meeting time with the member in question;
- 4) The member in question will then meet with the SUAB advisor and Vice President of Membership to determine a list of action items responsible for fixing or improving the member's behavior;
- 5) The member in question will be expected to complete this list of action items and show improvement by a time determined in the behavior meeting;
- 6) If no improvement is shown, determined by the advisor and/or Graduate Assistants, in the given time frame, the member will then undergo the termination process outlined in 11.3;

- 7) If improvement is shown, determined by the advisor and/or Graduate Assistants, the member in question then assumes their regular responsibilities and are no longer in the probationary period;
- 8) If a probationary period is required of a member more than 2 times, or an executive member more than 1 time, they will then undergo the termination process outlined in 11.3;

### ***Section 11.3***

*Steps in the termination process shall include:*

- 1) The member in question will receive an email indicating their termination;
- 2) The member in question will be given the opportunity to write a letter on their behalf to the Executive Board or present at a meeting regarding the issue at hand;
- 3) At the meeting in which the issue is presented to the Executive Board, the member in question will be given the opportunity to speak on their behalf or their statement will be read;
- 4) After the member has been given the opportunity to speak on their behalf, or their statement has been read, they will be excused from the meeting, and discussion of the issue will begin;
- 5) Voting procedures shall follow the guidelines described in Article 3;
- 6) It will be the Vice President of Membership's responsibility to inform the member in question of the Student Union Activities Board's action; and
- 7) Any further questions or discussion of the matter should be directed to the SUAB Advisor.

## **Article 12. RESIGNATION OF A COMMITTEE MEMBER**

### ***Section 12.1***

*All resigning Committee Members shall present an official letter of resignation to their Committee Chair, the President, and/or SUAB Advisor*

## **Article 13. COMMITTEE MEETINGS**

### ***Section 13.1***

*The official meeting time of the Committees shall be determined by the Executive Board each semester of the regular academic year. If an alternate meeting time is needed it shall be arranged at the discretion of the Committee Director at least one full day in advance. Notification must be made to the Vice President of Membership with any change in meeting time as well as any potential missed meeting. The meetings shall be open, although only the members of the Committee shall have voting privileges*

## **Article 14. CONSTITUTIONAL CHANGES**

### **Section 14.1**

*This Constitution, as well as the SUAB by-laws, may be amended by presenting the changes at least one week in advance before the meeting when the vote will take place.*

### **Section 14.2**

*Any or all parts of the constitution may be changed by a two-thirds vote of the Executive Board and ratification of the SUAB Advisor, the Assistant Vice-President of Campus Life and the Director of the Student Union.*

### **Section 14.3**

*The amendment(s) will take effect 30 days after the vote occurs unless the changes require an immediate change. In this instance, an immediate change will require the approval of the SUAB President and Advisor.*

## **Article 15. ROLE OF THE SUAB ADVISOR**

*The role of the Advisor is multifaceted. Perhaps the most important factor is the constant contact with and advising of SUAB members. This includes working with each of the students on the Executive Board as individuals, providing encouragement, helping each to realize their potential in the development of the total student, including academics and co-curricular activities. SUAB desires that its Advisor encourages the development of new and varied programs for the involvement of the entire university community. This includes not only entertaining activities but also educational presentations and cultural exhibits. Their role extends to advising procedures for facility and program reservations, maintaining expense records, and suggesting program ideas. For the purpose of the Constitution, SUAB Graduate Assistant duties are outlined within the SUAB Advisor duties.*

### **Section 15.1**

*The following is a breakdown of SUAB's expectations of its advisor(s):*

- 1) Visit with the Executive Board members on ideas, duties, and problem areas, helping each to develop personally and to deal with programming responsibilities;
- 2) Either the Advisor or Graduate Assistant(s) shall attend all SUAB meetings and a majority of activities;
- 3) Provide leadership training for the Executive Board members;
- 4) Coordinate application, registration, and preparation for relevant national and regional conferences; and
- 5) Represent SUAB interests in the Student Union Management and Leadership and Campus Life Staff meetings.

