

SAB Constitution

Article I (Name):

The name of this organization is the Student Activities Board (SAB) which is the activities branch of Student Government.

Article II (Mission) Student Activities board is the branch of Student Government that co-sponsors social and cultural activities for the student body through networking and serving as a resource to campus constituencies.

Article III (Membership)

In order to be a general member or hold an Executive Board position of SAB all candidates must show an active commitment to the SAB mission statement and the Earlham College community.

Article IV (Officers)

Section 1: The officers shall be the convenor(s), web master, 6 students at large and the managers of equipment, business/secretary & advertising

Section 2: All current Earlham College students are eligible for an Executive Board position with the exception of students on semester by semester probation.

Section 3: Each executive Board member is elected for a year term. Elections will take place each term with the following positions open:

Fall: (term to run officially January . December with training period beginning in November)

Convenor
SABU Convenor
3 Students at Large
Business Manager/Secretary
Advertising Manager

Spring: (term to run officially August . May with training period beginning in April)

Convenor
Advertising Manager
3 Students at Large
SABU Convenor

Section 4: The Webmaster and Equipment Manager will be appointed through SNC with the help of the convenor(s) and advisor(s).

Section 5: Elections of members will coincide with the official Student Government Elections. Applications for elections will be available no less than 3 weeks prior to the date of election.

Section 6: In the case of an inconclusive election, a re-election will take place

Section 7: Duties:

The Convenor(s) shall:

1. Be the official representatives of SAB
2. Facilitate and supervise the overall direction of SAB programming
3. Set the agenda for each Executive Board Meeting
4. Attend all Administrative Council and ESG meetings and retreats
5. Hold at least one planning retreat per semester
6. Meet weekly with Executive Board members
7. Give performance feedback to Executive Board members
8. Meet regularly with advisor and programming board
9. Assist in the selection process of the equipment manager and Webmaster with SNC
10. Set and post budget and budget deadlines
11. Coordinate and facilitate good relations with the security office
12. Call meetings of the entire SAB membership (entire student body) as needed
13. Present SAB budget proposal for programming to programming board at the necessary times
14. Communicate with booking agencies, review media materials and coordinate the contacting of entertainment
15. Be responsible for the planning, coordinating, executing, implementing, attending and evaluating events sponsored and co-sponsored by SAB
16. Work closely with the advisor while contracting talent and events
17. Maintain the office in a neat and orderly fashion
18. Perform other duties as assigned by the Executive Board
19. Recruit diverse new members to fill SAB positions and membership, encouraging contributions from all cultural and social groups of the Earlham campus

The Business Manager/Secretary shall:

1. Record, type and post the Executive Board minutes of each meeting
2. Keep attendance records
3. Check campus mail box and voice mail on a regular basis to regulate the incoming materials that SAB receives
4. Maintain financial records
5. Communicate with booking agencies, review media materials and coordinate the contacting of entertainment
6. Attend and participate in all Executive Board meetings and retreats

7. Maintain the office in a neat and orderly fashion
8. Perform other duties as assigned by the Executive Board
9. Update and revise all SAB documents

The Publicity Manager shall:

1. In consultation with the other Executive Board members, plan, organize, coordinate and execute all promotions of SAB
2. Communicate closely with all members of the Executive Board
3. Keep an adequate stock of publicity supplies in the SAB office
4. Establish and enforce appropriate deadlines for information submission
5. Coordinate, working closely with the Executive Board the purchase and distribution of marketing paraphernalia
6. Attend and participate in all Executive Board meetings and retreats
7. Maintain the office in a neat and orderly fashion
8. Recruit diverse new members to fill SAB positions and membership, encouraging contributions from all cultural and social groups of the Earlham campus
9. Perform other duties as assigned by the Executive Board

The Equipment Manager(s) shall:

1. Regularly inventory all SAB equipment
2. Submit a written inventory to the advisor and Executive Board at least once per semester
3. Work closely with the Director of Media Resources
4. Report immediately and misplaces, damaged, lost, or stolen equipment to the Student Activities Office and Campus Security
5. Attend and participate in all Executive Board meeting and retreats
6. Work with other campus constituencies in co-sponsorship for equipment needs
7. Maintain the office in a neat and orderly fashion
8. Recruit diverse new members to fill SAB positions and membership, encouraging contributions from all cultural and social groups of the Earlham campus\
9. Perform other duties as assigned by the Executive Board

The Students at Large shall:

1. Communicate with booking agencies, review media materials and coordinate the contacting of entertainment
2. Be responsible for the planning, coordinating, executing, implementing, attending and evaluating events sponsored and co-sponsored by SAB
3. Perform whatever duties are required for the function of the event
4. Work closely with the advisor while contracting talent and events
5. Attend and participate in all Executive Board meeting and retreats

6. Maintain the office in a neat and orderly fashion

7. Recruit diverse new members to fill SAB positions and membership, encouraging contributions from all cultural and social groups of the Earlham campus
8. Perform other duties as assigned by the Executive Board

The Webmaster shall:

1. Coordinate the upkeep and design of the SAB web page
2. Work closely with the Advertising Manager to properly advertise events
3. Create new and exciting pages to encourage regular use of the web page as a resource on campus
4. Attend and participate in all Executive Board meeting and retreats
5. Maintain the office in a neat and orderly fashion
6. Recruit diverse new members to fill SAB positions and membership, encouraging contributions from all cultural and social groups of the Earlham campus
7. Perform other duties as assigned by the Executive Board

All Board Members shall:

1. Provide a channels through which non-SAB members may receive assistance to co-sponsorship events with SAB (i.e., all aspects of organization prior to SAB review, monetary and/or otherwise)
2. Be responsible for the facilitation of a budget upon Executive Board approval
3. Report, within 24 hours, the decision of the Executive Board regarding proposals

Section 8 ~~III~~(Vacancies): If a vacancy occurs during the term of office of any member of the Executive Board, a temporary officer may be appointed by the convenor(s), advisor(s) and SNC if deemed necessary

Article VI ~~III~~(Executive Board):

Section 1. The board shall be comprised of the elected and appointed members

Section 2. The advisor shall serve as an ex-officio member of the Executive Board

Section 3. Each year the Executive Board shall establish a vision or plan for programming to be used as a basis for planning events. As a general rule, all events shall be planned prior to the semester beginning. This will usually be established at a retreat.

Section 4. Officer Removal:

Grounds for Removal:

1. The officer is not fulfilling his/her assigned duties or are abusing privileges
2. The officer has been directly and clearly confronting by the Convenor and/or the Executive Board regarding his/her performance and the performance has not improved.
3. The officer has received a written statement from the convenor regarding his/her performance and the performance has not improved

Process for Removal once grounds have been established:

1. Any member of SAB may, with prior notice to the Convenor, recommend removal of an officer during an Executive Board meeting
2. In the case that the Convenor is recommended for removal, the Executive Board shall select a student member of the Executive Board by consensus to preside over the removal proceedings. The President of Student Government must be consulted prior to this procedure
3. The officer in question will have a discussion with the Executive Board
4. The executive Board shall meet in closed session, without the officer in question, to review the case and render a decision by consensus. A quorum of 8 must be present in order to reach consensus.

Article VII (Finances):

Section 1. Access to the financial account shall require two signatures consisting of the SAB Convenor and the Advisor

Section 2. Both SAB and the Programming Board will agree upon the final SAB budget by consensus

Section 3. SAB is responsible for submitting a neat, detailed budget proposal to the Programming Board in accordance with the budget deadline

Section 4. Any SAB funds to be granted to be used in conjunction with other organizations or individuals over which SAB is not solely responsible, must be approved by the Executive Board

Article VIII (Programming Board): SAB is committed to working with the programming board to better the social atmosphere at Earlham College

Article IX (Advisor): The SAB advisor shall be the Director of Student Activities and Runyan Center

Article X (By-Laws): SAB may adopt by-laws to specifically outline implementation of the constitution by consensus of the Executive Board after one weeks notice

Article XI (Amendments):

Section 1. Any member of SAB may propose amendment to this constitution

Section 2. Consensus of the Executive Board, after one weeks notice, is required to approve an amendment

Article XII (Constitution Revision):It is recommended that this constitution be reviewed and revised, if needed, at least every two years

Last revised 11/8/99