

SAB Constitution

revised November 6, 2003

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)

The Student Activities Board is the branch of Student Government that sponsors and co-sponsors social and cultural activities for the student body.

Article III (Membership)

In order to be a general member or hold an officer 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), Business Manager/Secretary, Publicity Manager, Equipment Manager, and six Students At Large.
- Section 2: All current Earlham College students are eligible for an officer position with the exception of students on academic probation.
- Section 3: Each officer is elected for a year term. Elections will take place each Fall.
- Section 4: The Equipment Manager will be appointed by the Student Activities Board.
- 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: If a vacancy occurs during the term of office of any officer, a temporary officer may be appointed by the convenor(s), advisor(s) and SNC if deemed necessary

Article VI (Duties)

The Convenor(s) shall:

- Be the official representatives of SAB.
- Facilitate and supervise the overall direction of SAB programming.
- One Convenor must attend all Administrative Council and ESG meetings and retreats.
- One Convenor must attend all Event Committee meetings and retreats.
- Hold at least one planning retreat per semester.
- Meet once a week with the Advisor(s).
- Hold a SAB meeting weekly.
- Assist in the selection process of the Equipment Manager.
- Coordinate and facilitate good relations with the Security Office, the Student Development Office, and the Director of Student Activities.
- Communicate with booking agencies, review media materials and coordinate the contacting of entertainment.
- Be responsible for the planning, coordinating, executing, implementing, attending and evaluating events sponsored and co-sponsored by SAB.
- Work closely with the Advisor while contracting talent and events.
- 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:

- Maintain financial records.
- Communicate with booking agencies, review media materials and coordinate the contacting of entertainment.
- Maintain the office in a neat and orderly fashion.
- Update and revise all SAB documents.

- Send minutes from SAB meetings to SAB members by email the day after the meeting.
- Recruit diverse new members to fill SAB positions and membership, encouraging contributions from all cultural and social groups of the Earlham campus.

The Publicity Manager shall:

- In consultation with the other officers, plan, organize, coordinate and execute all promotions of SAB.
- Keep an adequate stock of publicity supplies in the SAB office.
- Establish and enforce appropriate deadlines for information submission.
- Maintain the office in a neat and orderly fashion.
- Recruit diverse new members to fill SAB positions and membership, encouraging contributions from all cultural and social groups of the Earlham campus.

The Equipment Manager(s) shall:

- Regularly inventory all SAB equipment.
- Submit a written inventory to the Advisor and Convenors at least once per semester.
- Work closely with the Director of Instructional Media and Technology.
- Report immediately any misplaced, damaged, lost, or stolen equipment to the Student Activities Office and Campus Security.
- Work with other campus constituencies in co-sponsorship for equipment needs.
- Maintain the sound equipment room in a neat and orderly fashion.
- Hold two training sessions each semester for sound equipment and lights.
- Develop a working manual for sound and light equipment.

The Students at Large shall:

- Communicate with booking agencies, review media materials and coordinate the contacting of entertainment.
- Be responsible for the planning, coordinating, executing, implementing, attending and evaluating events sponsored and co-sponsored by SAB.
- Perform whatever duties are required for the function of the event.
- Work closely with the Advisor while contracting talent and events.
- Maintain the office in a neat and orderly fashion.
- Recruit diverse new members to fill SAB positions and membership, encouraging contributions from all cultural and social groups of the Earlham campus.
- Conduct a survey once a semester

All Board Members shall:

- Provide a channel 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).
- Be responsible to help run events, frequently.
- Attend meetings consistently.

Grounds for Removal:

- The officer is not fulfilling his/her assigned duties or are abusing privileges.
- The officer has been directly and clearly confronted by the Convenor and/or other officers regarding his/her performance and the performance has not improved.
- 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:

- Any member of SAB may, with prior notice to the Convenor, recommend removal of an officer during a private meeting with the Advisor and Convenor. The Director of Student Activities will be informed immediately.

- In the case that the Convenor is recommended for removal, the Board shall select a student member by consensus to preside over the removal proceedings. The President of Student Government must be consulted prior to this procedure.
- The officer in question will have a discussion with the officers and Advisor.
- The officers shall meet in closed session, without the officer in question, to review the case and render a decision by consensus. A quorum of 4 must be present in order to reach consensus.

Article VII (Finances): The Director of Student Activities will give SAB their budget. Half of the budget is made from Student Activities monies and the other half is from the Student Organizations Council.

Article IX (Advisor): The SAB Advisor shall be the Director or Assistant 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 Advisors and Convenors after one weeks notice.

Article XI (Amendments):

- Section 1. Any member of SAB may propose amendment to this constitution.
- Section 2. Consensus of the Convenors, after one weeks notice, is required to approve an amendment.

Article XII (Constitution Revision): It is recommended that this constitution be reviewed and revised once a year.