



BY-LAWS



By-Law I – Executive Board Member Requirements

1. Attends all SAC meetings, both open and closed. (Refer to Article 6, Section 1&4 of the Constitution)
2. Recruits and maintains committee members to help plan programs.
3. Keeps in contact with committee MONTHLY and holds committee meetings as often as needed to plan for an upcoming event. Must have meetings underway within the first month of the school year.
4. Assumes responsibility for the planning and implementation of the committee's programs.
5. Makes sure programs are within University policies.
6. Communicates with the President, Vice President, Advisor, and other Chairs to inform them of events.
7. Works with Publicity and Promotion Chair to create publicity for events.
8. Does at least 1 alternative form of advertising per event.
9. Attends two SAC programs a semester.
10. Gets approval for any print material.
11. Fulfills office hour obligations, which are two per week.
12. Checks the "to do" board during office hours and also asks at meetings to see if other Board Members need help.
13. Checks mailbox regularly. Files or discards its contents accordingly.
14. Takes messages during office hours and retrieves voicemail.
15. Participates in SAC events such as banquets, community service, fun days, retreats, summer meetings, and special days like SOAR.
16. Completes program evaluations within one week of the event.
17. Turns in announcements that should be read at events.
18. Keeps committee members informed of SAC events.
19. Mentors those who will assume Executive Board positions in the next academic year.
20. Makes sure contracts are accurately followed.
21. Makes sure performers are paid on time.
22. Assists in taking down outdated publicity.
23. A SAC member must have a cumulative 2.25 GPA, not meeting this requirement for one semester will result in one semester of academic probation. After the semester of academic probation the member's grades will be reevaluated, at that time the member's cumulative GPA must be raised to a 2.25. Not meeting this requirement for another consecutive semester will result in dismissal from SAC until that grade is raised above a 2.25.
24. Creates and keeps up a transition binder for their position to give to the next term of office Executive Board members.

By-Law II - Executive Board Duties

Section 1 - President

Description: Presides over all Executive Board and Open Meetings and is a representative of Student Activities Council (SAC) to the Northwest Missouri State University community, serving as the spokesperson.

1. Presides over all Executive Board and Open Meetings.

2. Represents SAC to the Northwest Missouri State University community serving as its spokesperson unless otherwise assigned to someone else on Executive Board.
3. Reports to the Advisor/s.
4. Holds weekly meetings with the Board of Directors and Advisors.
5. Oversees all programming executive board positions and the planning of their respective events.
6. Attends SAC events.
7. Plans fall and spring retreats/training sessions.
8. Interviews and chooses executive board members (including the Vice President) with the Advisor and panel.
9. Proposes constitutional revisions, to SAC executive board.
10. Communicates with faculty, staff, executive board members, or students to address programming concerns.
11. Creates annual budget with advisor.
12. Distributes mail.
13. Writes an annual report.
14. Promotes the development of leadership qualities in each Executive Board Member.
15. Evaluates SAC at the conclusion of each academic year and recommends, to the Advisor, changes or improvements deemed necessary.
16. Develops a diverse and balanced selection of programs throughout the year that reflects the needs and interests of the University.
17. Must be available to conduct SAC business during the summer.
18. Determine the delegation to attend conferences, along with the director of Campus Activities and the current SAC advisor.
19. Plans yearly SAC retreat with Vice President of Programming and Recruitment and Vice President of Finance and Administration

Section 2 – Vice President of Programming and Recruitment

Description: Assists the President in fulfilling his/her duties, acts as the Campus Activities Office functional representative, oversees programming executive board members, and oversees the organization in absence of the President. Plans and coordinates functions to recruit members.

1. Meets one on one with each Executive Officer bi-monthly.
2. Serves at the organization's Functional Representative.
3. Works with other clubs and organizations not represented to solicit feedback about programming.
4. Runs meetings in President's absence.
5. Serves as the Campus Activities functional representative.
6. Oversees committee chairs.
7. Schedules recruitment events.
8. Maintains promotional items supply.
9. Organizes giveaways.
10. Ensures replacement for recruitment events in his or her absence.
11. Works with Special Events Chair during SOAR and Advantage Week.
12. Acts as Historian.
13. Designs t-shirts and promotions in conjunction with the Publicity intern.
14. Plans yearly SAC retreat with President and Vice President of Finance and Administration.

Section 3 – Vice President of Finance and Administration

Description: Assists the President in fulfilling his/her duties, records and distributes minutes, maintains budgets.

1. Sends meeting minutes to the Executive Board, Advisors, and Vice President of Student Affairs.
2. Manages office/operations budget (i.e. organizes files, orders supplies, and checks office hours).
3. Assures compliance with the Constitution and By-Laws.

4. Sends correspondence on behalf of SAC.
5. The collection of any dues and fees (including seminar and conference fees).
6. Keep and render accounts.
7. Keeps attendance records at events.
8. Provide reports on the financial status of the organization.
9. Assist host members in charging for events at their facilities.
10. Checks chair budgets as well as communicate with each chair on their budgets.
11. Holds a bi-monthly meeting with the Director of Campus Activities to discuss budget progress.
12. Attends a Student Senate meeting once a month.
13. Creates annual budget with the SAC President, the Director of Campus Activities, and SAC advisor(s).
14. Perform other duties as may be assigned by the Board.
15. Plans yearly SAC retreat with President and Vice President of Programming and Recruitment.
16. Receives allocation forms and checks for completion.

Section 4: Concert

Description: Coordinates music programming.

1. Concert Committee is responsible for, but not limited to, a minimum of two large concert events in an academic year.
2. The Concert Chair is responsible for all executions involving concert events. This may include, but is not limited to:
 1. Purchasing supplies
 2. Fulfillment of hospitality riders
 3. Reservation of venues
 4. Fulfillment of production needs
3. Works with SAC and Campus Activities, as well as university calendars, to ensure minimal programming overlaps.
4. Must coordinate with all necessary University Offices such as campus safety, environmental services, student services, and athletics for large events.
5. Coordinate Unplugged series. At least 7 per year.
6. Oversees concert committee

Section 5: Entertainment Chair

Description: Plans and coordinates entertainment programming.

1. Books a minimum of three acts in a calendar school year.
2. Book at least one major act per academic year (Comedian, hypnotist, etc.)
3. Organizes noon programming. At least 7 per year.
4. Ensures fulfillment of contracts/riders.
5. Buys supplies.
6. Reserves location for entertainment.
7. Arranges dinner for the entertainer(s).
8. Sets up/cleans up.
9. Oversees the Entertainment Committee.

Section 6: Lecture Chair

Description: Plans and organizes lecture series. May work with Distinguished Lecture programmer.

1. Books a minimum of three speakers per academic year.
2. Reserves location.
3. Sets up/cleans up.

4. Works with Publicity intern to create lecture brochure and posters.
5. Incorporates lecturers into workshops and/or classroom settings if possible.
6. Arranges dinner for the speaker.
7. Contacts special interest groups (i.e. relevant Clubs and Organizations, teachers, and outside community groups).
8. Works with Advisor to make sure all needs are met (i.e. projector, screen, etc.).
9. Oversees the Lecture Committee.

Section 7: Special Events Chair

Description: Plans and coordinates events during University recognized special events.

1. Works with the President during the summer to plan and finalize Advantage Week, and SOAR.
2. Helps sponsor SOAR, Advantage Week, Family Day, Homecoming, and Northwest Week.
3. Produces programs/brochures to be printed and works with publicity intern.
4. Schedules entertainment.
5. Plans dinners and all other meals for entertainment.
6. Organizes volunteers for showcases.
7. Seeks to involve more faculty, administration, and staff in Advantage week.
8. Sets up and cleans up.
9. Oversees the committee.
10. Plans banquets

Section 8: Late Night Entertainment Chair

Description: Plans and coordinates late night activities focusing primarily on alternative to alcohol programming.

1. Reserves location for Late Night entertainment.
2. Arranges dinner for the entertainer.
3. Follows contract specifications.
4. Prepares venue and orders food as necessary.
5. Books at least three or four acts a semester.
6. Buys supplies.
7. Cleans up afterwards.
8. Stays in communication with other chairs to prevent overlap in type of programming.
9. Oversees the Late Night Entertainment Committee.

Section 9: Publicity Intern

Description: Coordinates publicity for all events and open meetings.

1. Completes or assigns publicity for all SAC events.
2. Orders promotional items.
3. Contacts KZLX and other outside radio stations if necessary.
4. Contacts Missourian.
5. Contacts Channel 9.
6. Contacts University Relations for posters or publications.
7. Writes press releases for all SAC events.
8. Creates schedule for Student Planner at the end of the spring trimester.
9. Works with the University's Public Relations office on any press releases or notices that involve a SAC sponsored event.
10. Communicates with the Missourian and other newspapers if necessary.
11. Creates SAC T-shirts.

12. Maintains publicity supplies with Campus Activities Office personnel. SAC Executive Board and Campus Activities Office personnel will negotiate allocation of funds for publicity room supplies on an annual basis.
13. Does not receive voting rights.

Section 10: Student Senate Representative

Description: Maintains relationship and communication between SAC and Student Senate (Senate).

1. Attends all SAC and Senate meetings.
2. Maintains report between SAC and Senate.
3. Notification of big expenditures to Senate.
4. Maintain communication between the two organizations.
5. Provide insight into the day to day operations of SAC.
6. Elected through Senate.
7. Appointed by President of Senate with approval from Senate and SAC.

By-Law III – Finances

Section 1 - SAC derives its budget from the Northwest Missouri State University Student Activities Fee. The designation states that currently 100% is allocated to SAC. The President, Director of Campus Activities, Treasurer, and Advisor create the yearly budget, which is derived from these funds. All Executive Board Members receive a copy.

- a. The yearly budget will come to the Executive Board for approval.
- b. When the Executive Board approves the new budget, it will then be presented to Student Senate.

Section 2 – Any revenue generated from a committee's activity will be split 50/50 between the discretionary fund and that committee's account.

Section 3 – The treasurer is responsible for keeping track of individual budgets, although the advisor and Director of Campus Activities keeps/maintains the final financial records.

Section 4 - The Advisor and Director of Campus Activities must approve all Purchase Orders and check requisitions.

Section 5 – All designated accounts will rollover into the next academic year.

Section 6 – Any committee may request extra funds through a typed proposal given to the Executive Board. The proposal shall be passed by 2/3 vote (See Constitution Article VIII).

Section 7 – All contracts or allocations are to be brought to the Executive Board for approval.

By-Law IV – Dismissal Policy

Section 1 –

1. The Advisor will notify the accused party and the Executive Board one week before the meeting.
2. The Advisor will present a summary of the complaint and act as a mediator during the discussion.
3. During this meeting, both sides of the issue will be presented.
4. A vote will be taken 30 minutes after the discussion to remove or retain the Executive Board Member. The Executive Board Member may be removed office by two-thirds vote of the active Executive Board.

Section 2 – The accused may appeal the dismissal to the Vice President of Student Affairs within 48 hours.

Section 3 – In the event of the removal of an Executive Board Member, an application process will commence to fill the vacant position.

By-Law V – Benefits

Section 1- Dinner guests

1. If the Talent's contract allows for a dinner/meet and greet, the individuals chosen must be chosen in the following order:
 - a. Director of Campus Activities or other interested University Officials
 - b. Assistant Director of Campus Activities and SAC Advisor
 - c. Committee Chairperson
 - d. Committee Members
 - e. SAC Executive Board Members
 - f. Interested Professors and Faculty
 - g. Other Interested Individuals
 - h. One Media Individual (if interested)
2. Regardless of the number of people allowed by the contract, the group will not exceed fifteen people.
3. SAC funds will be used to pay for the Director of Campus Activities, Assistant Director of Campus Activities, Committee Chairperson, and the talent. All others attending the dinner are to cover their own expenses.
4. Should there be other interested individuals, they should demonstrate that interest to the committee chair or any member of SAC Executive Board no later than one week prior to the event.
5. If there is an organization on campus that is of related interest to a particular talent, they will receive priority over other interested individuals and SAC Executive Board.
6. All guests of the dinner will be at the discretion of approval from the Committee Chairperson.

Section 2- Meet and Greet Passes

1. If the talent allows a meet and greet session, the group will be chosen in the following order:
 - a. Interested University Officials
 - b. Committee Members
 - c. SAC Executive Board Members
 - d. No more than 10% of the total pass amount to the chair for guests of their choice
 - e. Interested Individuals (please refer to By-Law V Section 1.4 for more information regarding these interested individuals.)
 - f. Interested University Faculty
2. There will be no promising of these passes to individuals by any party until the final number of passes has been provided by the agent/talent.
3. All guests of the meet and greet sessions will be at the discretion of approval from the Committee Chairperson.

Section 3- Committee Member and Executive Board Privileges

1. No Executive Board member shall receive prizes for any student program (ie. Poker, Bingo, etc). Prizes will not include the free activities that are open to all participating students (ie. SAC lunch items, spa night, etc)

2. Committee members may win no more than one prize per year. They will not be able to win a prize at a program presented by the committee they participate on.
3. All prize winnings will be at the discretion of the Board of Directors.

By-Law VI- Allocation guidelines

Section 1- General guidelines

1. A University recognized organization or event that wishes to request funds must obtain a Student Activities Council Appropriations Application, which is available, either in the Campus Activities office or on the Student Activities Council website.
2. All applications must be submitted at least four weeks prior to the events and/or activities' scheduled dates.
3. All applications will be reviewed for completion by the Secretary.
4. The application will then be approved by the executive board of Student Activities Council as a whole. Approval of allocation will be reached by a simple majority vote.
5. The event or the activity must be an event available for all Northwest Students to attend.
6. The event or activity must be held on the Northwest Missouri State University campus.
7. All promotional publications must display the Student Activities Council logo. The event must also be publicized as a co-sponsored event by Student Activities Council.
8. Failure to display the Student Activities Council logo and be publicized as a co-sponsored event will result in a removal of the allocation.
9. Allocation funds from Student Activities Council cannot fund conferences or trips. Allocation money is specifically for events and/or activities held on the Northwest Campus or Maryville community.
10. In the event of a Student Activities Council member also being involved with the organization requesting money, those members must abstain from discussion and voting.

Section 2- Guidelines for Receiving Funding

1. The event or activity must be in accordance with Northwest Missouri State University's mission and vision.
2. Organizations must demonstrate an attempt to acquire funds through fund-raisers, departments and other means.
3. Organizations that receive funding shall not spend any portion of the allocation on Homecoming or Northwest Week.
4. Banquets, conferences, personal professional development activities, closed recruitment events, personal fundraising event for an organization, and non-recruitment tours shall not be considered a valid reason for receiving funds.
5. Food cost may be funded for all participants as a part of an event or activity.
6. University transportation for the event or activity may be considered for full funding. Other forms of transportation may be considered with a maximum of \$300 allocated for transportation.
7. Lodging cost for the event or activity may be funded up to a maximum of \$200.
8. Organizations may only receive funding once per academic year.
9. The benefit and importance of the event to Northwest shall be critically evaluated.
10. Student Activities Council shall not allocate funds for general operating cost. Organizations requesting allocations must show specific use for the funds requested.
11. Student Activities Council allocations are supplemental funds and generally shall not exceed 50% of total cost of the event.
12. Student Activities Council reserves the right to cancel a portion or all of the allocation within two weeks after the allocation is made prior to the event if event is deemed to be in contrast to University mission and vision.

Post-Allocation Procedure

1. Full documentation, all receipts, bills and a detailed Post-Allocation Report must be submitted to Student Activities Council to account for all money allocated by Student Activities Council. Failure to comply will result in the organization being required to return the allocated money to Student Activities Council.
2. Student Activities Council reserves the right to investigate the use of all funds allocated.
3. Any money spent that is not accounted for may be recovered by Student Activities Council or the organization may be held liable.

Approved by Student Activities Council on 2/28/2008