



Constitution



Article I – Name

The name of this organization by the Constitution shall be the Northwest Missouri State University Student Activities Council, which will hereby be known as SAC.

Article II – Purpose and Aims

We, the full-time undergraduate students of Northwest Missouri State University, serving as the University's official programming organization, strive to bring a diverse selection of social, educational, recreational, and cultural events to Northwest and the surrounding community; to be influential by providing programs which promote healthy lifestyles; to continually explore new programming ideas; to accept and attempt to integrate the input of the student body; to perform positively at all times; and to provide leadership opportunities outside the classroom which encourage student growth and development.

Article III – Student Activity Fee Regulations

Section 1 - Purpose

The purpose of the Student Activity Fee Regulations is to define the policies and regulations which will govern the appropriate use of such fees.

Section 2 - State Law

State appropriations and compulsory fees are for all intents and purposes considered state funds. The state's fiscal and procurement policies, as well as all University accounting office policies and procedures, apply to all Student Activity Fee expenditures.

Section 3 - Responsibility

It is the responsibility of all individuals having authority to appropriate Student Activity Fees to be aware of the laws, policies and procedures which govern the handling of these fees, to comply with them and to ensure they are enforced.

Section 4 - Fees

The Student Activity Fee is assessed to both full and part time undergraduate and graduate students as a condition of enrollment. However, the following enrollment types are not assessed this fee: dual enrollment, web-only, RPDC, and outreach graduate students. The University, as approved by the Board of Regents, allocates these fees for the specific purpose of supporting student activities at Northwest Missouri State University.

Section 5 - Principles and Procedures

A. Policy Decisions

1. Student Affairs is the body charged with making policy decisions about Student Activity Fee issues. The Campus Activities Office schedules and coordinates all officially sanctioned events funded from Student Activity Fees and ensures that all expenditures and appropriations of these fees are in accordance with the policies and procedures set forth in this document.
2. Student input regarding Student Activity Fees policies and procedures will be sought through the Student Activities Council. The Student Activities Council will work closely with the Campus Activities Director in an advisory capacity.

Section 6 - Appropriate Use of Fees

A. Broad Appeal and Viewpoint Neutrality

1. The Student Activity Fees will be used to support programs and activities open to the entire student body and that benefit the maximum number of students possible. It is the responsibility of the Campus Activities Office and the Student Activities Council to ensure that the broadest possible student input is considered when planning the Student Activities schedule of events. Funded events should provide variety and appeal to the broadest spectrum of student interests. Students will be made aware of all channels for sharing input and ideas on a frequent and ongoing basis.
2. The Campus Activities Director, with advisement from the Student Activities Council, will ensure to the best of his or her ability that selection and funding of all programs and activities from Student Activity Fees are decided upon in a "viewpoint neutral" manner.
3. To ensure a viewpoint neutrality in selecting events and distributing funds, it is understood that:
 - a. Event selection will not be based upon the views of a group or individual requesting an event,
 - b. Funding levels may be significantly different for different events, but funding differences cannot be because of the views expressed by any of the groups or individuals requesting events; and
 - c. The level of funding for an event may not be solely contingent upon demonstrating majority support.
4. Any concerns regarding selection and/or funding decisions may be appealed in the following order: Director of Campus Activities, Assistant Vice President of Student Affairs, and Vice President of Student Affairs.
5. As public funds, Student Activity Fees must be managed in compliance with the existing University policies and in accordance with all applicable laws.

B. Allowable Expenditures

1. The cost of meals purchased for guests and those officially assigned or invited to a sanctioned Student Activity Fees funded event are permissible.
2. Decorations and other activity-related supplies for sanctioned Student Activities events may be paid for out of Student Activity Fees when they are essential to the purpose of the function.
3. Personnel expenses, specifically those related to the coordination and implementation of sanctioned Student Activities events may be paid with Student Activity Fees.
4. Equipment (rental or purchase) expenses needed for sanctioned Student Activity events may be paid with Student Activity Fees.
5. Travel, lodging and other incidental expenses for performers, speakers and/or invited guests who are involved in a sanctioned Student Activities event may be paid with Student Activity Fees.

Section 7 - Inappropriate Uses of Student Fees

A. Discrimination

The fees may not be used to support any activity that systematically excludes from participation any student on the basis of religion, race, ethnicity, nationality, creed, sexual orientation, marital status, age, gender, political affiliation, and/or physical disability.

B. Event Accessibility

1. Events funded from Student Activity Fees will be held on the Northwest Campus, or at approved locations within the Northwest Missouri region. All activities held off campus are subject to approval by the Vice President for Student Affairs.
2. All events funded from Student Activities Fees will be open to all students.
3. All events funded from Student Activity Fees will be adequately advertised to the entire campus through available media sources.
4. All events funded from Student Activity Fees will be accessible to students with disabilities.

C. Political

Fees may not be used in support of or in opposition to political candidates, political parties, and/or ballot issues, or for any programs related to political campaigning. Support from Student Activity Fees for partisan political activities is prohibited. However, fees may be used to provide a forum for open discussion of political issues.

D. Non-Allowable Operating Expenditures

Student Activity Fees are designated for the support of programs and activities for students. These fees will not be used to pay for capital improvements, unrelated supplies or equipment, unrelated personnel expenses, or other unrelated items.

E. Religion

In accordance with the "separation of church and state" doctrine, Student Activity Fees will not be used in aid of any church or sectarian society, or for any sectarian purpose, or to help support or sustain any student group, school, academy, seminary, college, university or other literary or scientific institution controlled by any church or sectarian denomination.

Article IV – Membership

Section 1 -

SAC's membership shall include the Board of Directors, Executive Officers, and Committee members.

Section 2 -

Any undergraduate Northwest student may be an Executive Board Member which includes the Board of Directors, and Executive Officers. Executive Board Members must undergo an application and interview selection process.

Section 3 -

Those individuals who have been a member of SAC will be preferred for Executive Board positions. Mandatory membership of SAC for a minimum of one semester will be required for Board of Directors positions.

Article V - Executive Board

Section 1 - Positions

The SAC Executive Board Membership shall consist of the following positions:

A. Board of Directors

1. President
2. Vice President of Programming and Recruitment
3. Vice President of Finance and Administration

B. Executive Officers

4. Concert
5. Entertainment
6. Lecture
7. Special Events
8. Late Night Entertainment
9. Student Senate Representative
10. Public Relations Intern (No voting rights)

Section 2 – Chairing Two Committees

At the discretion of the President and the Vice President, one Executive Board Member may chair more than one committee. However, one Executive Board Member may chair no more than two committees.

Section 3 – Co-Chairs

More than one Executive Board Member may be chosen to head a committee. In this event, the Executive Board Members are called Co-Chairs and each Executive Board Member assumes the required responsibilities and share only one vote. This is also at the discretion of the President and the Vice President.

Section 4 – Selection Process

The selection process shall consist of the following:

- A. Application deadlines for anyone seeking an Executive Officer position is February 15, or the following school day.
- B. Applicants for President and Vice President must submit an application and complete an interview with a panel. This panel will consist of:
 1. The Current President of SAC if the current president is not a candidate.
 2. The Director of the Campus Activities.
 3. The Current Advisors of SAC.
 4. The Current Vice President of SAC if the current vice-president is not a candidate.
 5. One member of Student Senate (Senate).
- C. In the event of the current President seeking another term, the current Vice President will sit in on the interview process, unless the vice-president is a candidate.
- D. Selection of the new President and Vice President will occur before the selection of the new Executive Board so he/she may assist in the interviews and selection of the new Executive Board Members.
 1. The application for President and Vice President will be due by February 1. The new president will sit on the Executive Board as a non-voting member during the spring semester.
- E. The President, Vice President and Advisor will interview Executive Board Member applicants except for Senate Representative.
- F. The Senate representative will be appointed by the President of Student Senate with approval from the entire body of Senate and SAC.
- G. The Executive Board will be chosen within a two week period of the application deadline. They will be transitioning with the current position holder until new term of office begins.
- H. In the event of a mid-year absence, the vacancy will be announced and the same application process will be assumed. If a Co-Chair position is vacant the remaining Co-Chair can sit in on the interview process.
- I. Current members serving on the Executive Board of Student Activities Council will need to reapply for their positions and complete the steps of the selection process for each term of office they wish to serve.

Section 5 – Term of Office

The term of office shall be May 1 through graduation of the following year. The newly elected Executive Board will vote on issues for the following fall and spring. The current Executive Board will transition the new board until the end of Spring Trimester.

Article VI – Meetings

Section 1 –

Closed meetings are mandatory for the purpose of informing other Executive Board Members of events and asking for their help and/or input. The Board of Directors will have closed meetings once a week, before the meeting involving all of the Executive Board. The meetings will be held every Thursday at 5pm. The first meeting of every month will be required for all SAC members.

Section 2 –

- A. Excuses for absence include:
 1. Illness
 2. Family Emergency or Death

3. Any other conflicts are to be approved through the Board of Directors.
- B. Unexcused Absences –
 1. Executive Board members may only have three unexcused absences
 2. Executive Board members having more than 3 absences shall refer to dismissal policy in the by-laws.

Section 3 - An excuse and typed committee report is to be left as soon as possible **BEFORE THE MEETING** in the President's mailbox or e-mail if a meeting cannot be attended. Minutes will also be available to update the absent person.

Section 4 - Open SAC informational meetings will be held twice a semester in the evening. All members of the Northwest community are encouraged to attend. Notice of these scheduled meetings will appear throughout campus one week in advance. The purpose of these meetings is to promote upcoming SAC events, to gain membership and student participation, to receive student input, to increase SAC events' recognition, to inform committee members, to build friendships among the organization, to gain interest for future Executive Board Member positions, and to interact with students representing many different views. Aforementioned excuses and procedures apply if an Executive Board Member is unable to attend the Open Meeting.

Article VII – Quorum

Quorum shall be set at 2/3 of the SAC Executive Board.

Article VIII – Voting

Section A – All members of SAC have the right to exercise a vote.

Section B – Voting for positions should be held at the end of the first block of the Spring Semester.

Section C – Quorum shall exist for voting to occur, 2/3 of active members constitutes a quorum.

Section D – Voting should be done according to Robert's Rules of Order:

1. Motion
2. Second
3. Discussion
4. Voting

Section E – A 2/3 vote of members present is necessary for a motion to pass.

Section F – One of the Advisors must be present in order to vote in weekly meetings.

Section G – In the event of a tie, the President will vote in order to break the tie.

Article IX - Amendments and Revisions

Section 1 - This Constitution is to be reviewed each semester at the first meeting of the semester by the Executive Board. They will then seek the Advisor's approval. Upon approval, it shall be presented to the Executive Board for final review and approval. At any time the Board feels necessary to make changes, they are able to do so by a 2/3 approval vote for opening the process and will follow as stated below.

Section 2 - Current articles may be amended or repealed and new articles proposed through the following procedure:

1. Receive a 2/3 approval vote of the entire active Executive Board.
2. Quorum shall exist for voting to occur, 2/3 of active members constitutes a quorum.
3. 2/3 vote of members present is necessary for a motion to pass.
4. An Advisor must be present in order to vote.
5. The amendments and revisions must be laid on the table for one week before it is to be voted and put into action.

Approved by Student Activities Council on 2/28/2008.