

Stephen F. Austin State University  
Student Activities Association  
**By-laws 2010-11**

**Section I. Mission**

The Stephen F. Austin Student Activities Association strives to provide an educational and recreational experience outside the classroom through programs that culturally enlighten intellectually stimulate and entertain the university community.

Our Core Values:

Trust – Not only must we trust each other but the student body must trust us to provide them with excellent programming, while maintaining the proper use of their money.

Leadership – We value leadership in all areas. The continued development of leadership within our organization will allow us to better lead the campus.

Truth – We value ethical decisions and behavior, above all honesty. We must be honest with our selves, and the student body.

Courage – We must possess the courage to try new things and fight for the rights of students.

Pride – We are full of pride. Pride in our university and pride in our organization. We value and respect the history of the university and our organization.

Creativity - We value creativity and innovation. It is important that we continually introduce new ideas. This will foster growth and continued improvement.

Diversity – We value diversity in our members and in our programming.

Our Vision:

To be acclaimed as the premier providers of entertainment for the campus community.

The mission of the Student Activities Association should always remain consistent with the mission of the Student Activities Office.

**Section II. Structure**

The Student Activities Association is comprised of two parts:

A. Officers

This is the administrative arm of the Program Board. It is responsible for coordination and evaluating the activities of the Board overall and assuring smooth and accountable operations.

1. President
2. Vice-President
3. Secretary
4. Membership Coordinator
5. Special Events Coordinator
6. Public Relations – Events Coordinator
7. Public Relations – Late Night and Movie Series Coordinator

B. Program Board

The Program Board members are in charge of events as assigned by the Officers; the responsibility of programming and running activities in accordance with the mission statement rests primarily with the Program Board.

**Section III. Roles and Responsibilities**

A. Program Board

The Program Board shall have the opportunity to evaluate the performance of the Officers through discussion with their advisors or through a structured evaluation administered by the Advisor.

1. The Program Board shall be responsible for using the funds made available for its use in an appropriate manner.
2. The Program Board is responsible for evaluating all of the programs they are assigned. Formal evaluations should be filed with the President within one week of the completion of the program.
3. Program Board Members should be willing to devote a significant amount of time to the fulfillment of their leadership role. A commitment of one hour per week is required. The Program Board Member must notify the President and the Advisors of their office hours and must maintain those hours or notify the President or Advisors if they need to miss.
4. The Program Board is expected to remain in contact with the SAA Programs office by phone, e-mail, or in person throughout the summer. Members who will be on campus during the summer are encouraged to participate in orientation activities.
5. Program Board Members shall attend all meetings.

- a. All members of Student Activities Association that arrive to the weekly meeting after the last name of attendance is called will not be allowed to vote on business for the duration on the meeting.
- 6. Program Board Members should be in attendance at each event assigned to them. If this is not possible, a replacement should be appointed and introduced to all those involved, especially staff and officers.
- 7. Program Board Members shall attend all workshops and training sessions scheduled by the Officers.
- 8. The Program Board should be aware of and responsive to the needs for ethnic and special interest programming.
- 9. A formal list of goals shall be set each semester for SAA with the assistance of the Officers and Advisors.
- 11. The Program Board hears all program proposals made by SAA Members.
  - a. All proposals must have adequate program and budget information as reviewed by the officers and advisors before presentation to the Board.
  - b. A majority of the membership must approve all programs prior to their production unless the Advisors grants special permission.
  - c. The Officers may veto a proposal that has been approved by General Membership if they deem the program inappropriate. A 4/5 vote is required.
  - d. Simple majority is needed to approve programs.
  - e. No SAA member can be represented by more than one vote.

## B. Officers

Officers shall evaluate the performance of the Program Board. It should make recommendations to the Program Board concerning their individual operations. Officers shall act on behalf of the Program Board at such times that immediate action must be taken.

### 1. President

The President shall be responsible for the following additional duties:

- a. Conducting all meetings and presenting an agenda at least 24 hours prior to any meeting.
- b. Issue orders, which will be subject to review and/or repeal by a two-thirds (2/3) majority vote of the Program Board.
- c. Full speaking rights within the Program Board, voting rights will be reserved in case of tie only.
- d. Designate persons to represent Student Activities at functions where such representation is deemed necessary.
- e. Call special meetings of the Program Board
- f. The President must maintain regular office hours (20/wk) beginning with the first summer session and ending in at the swearing in of the new President.
- g. The training of new Officers as well as incoming President.
- h. With the Vice President appoint a secretary and special events coordinator.
- i. Charged with the overall development and supervision of SAA programming.
- j. Maintains relations with all Level 3 organizational presidents.
- k. Maintain event database along with event evaluations.
- l. Maintain weekly correspondence with all members of the Program Board by sending weekly emails reminding them of that week's events.
- m. Must attend 85% of events during each long semester.
- n. Train all new members on SAA policy and procedure.
- o. Serve as the presiding officer over a set amount of events each month.
- p. Maintain strike system for the organization, including but not limited to collecting strike forms, presenting them at officer meetings and notifying members whether or not they have received a strike.
- q. Implement proposal process including but not limited to preparing proposal sheets, scheduling who will propose to officers and program board and maintaining a record of all proposals for the semester.
- r. Must facilitate a mandatory weekly meeting with their coordinators.
- s. Other duties as assigned.
- t. Reports to the Advisors.

### 2. Vice President

The Vice President shall be responsible for the following additional duties:

- a. Assume Responsibility of President incase of his or her absence.
- b. Full speaking and voting rights within the Program Board.
- c. The Vice President must maintain regular office hours (20/wk) beginning with the first long semester and ending in at the swearing in of the new Vice President.
- d. With the President appoint a secretary and special events coordinator.
- e. Maintain records of all SAA expenditures and submit a financial report once a month to the Program Board.
- f. Train all new members on SAA policy and procedure.
- g. Serve as the presiding officer over a set amount of events each month.
- h. Responsible for assisting all members in event sign up and replacements when necessary.
- i. Maintain SAA event folders, schedule deadlines and insure deadlines are being met.

- j. Must facilitate a mandatory weekly meeting with their coordinators.
- k. Other duties as assigned.
- l. Reports to the President.

### 3. Secretary

The Secretary shall be responsible for the following additional duties:

- a. Full speaking rights within the Program Board.
- b. The Secretary must maintain regular office hours (15/wk) beginning with the first long semester and ending in at the swearing in of the new Secretary.
- c. Prepare a comprehensive set of minutes covering all Program Board meetings and officer meetings.
- d. Maintain volunteer hours for membership.
- e. Train all new members on SAA policy and procedure.
- f. Serve as the presiding officer over a set amount of events each month.
- g. Maintenance of SAA membership database.
- h. Responsible for posting weekly minutes in the SAA office by Monday morning following the weekly meeting.
- i. Responsible for maintaining volunteer hours for membership.
- j. Maintain all program board office hours including but not limited to scheduling and making sure hours are being completed.
- k. Maintenance of the SAA calendars and dry erase boards in office.
- l. Checking and maintaining the SAA voicemails.
- m. Facilitating the voting of member of the week along with member of the month.
- n. Responsible for maintaining all reservations.
- o. Maintenance of office, equipment and supplies including the SAA display case.
- p. Must facilitate a mandatory weekly meeting with their coordinators.
- q. Other duties as assigned.
- r. Reports to the President.

### 4. Membership Coordinator

The Membership Coordinator shall be responsible for the following additional duties:

- a. Full speaking and voting rights within the Program Board.
- b. The Membership Coordinator must maintain regular office hours (15/wk) beginning with the first long semester and ending in at the swearing in of the new Membership Coordinator.
- c. Serve as chair of New Member Selection Committee.
- d. Plan and implement a minimum of four SAA social events per year.
- e. Train all new members on SAA policy and procedure.
- f. Maintain accurate membership folders for each program board member.
- g. Maintain accurate documentation of all points earned by board members.
- h. Facilitate SAA involvement in intramurals.
- i. Responsible for the planning and implementation of Mafia socials once a month.
- j. Serve as the presiding officer over a set amount of events each month.
- k. Must facilitate a mandatory weekly meeting with their coordinators.
- l. Other duties as assigned.
- m. Reports to the President.

### 5. Special Events Coordinator

The Special Events Coordinator shall be responsible for the following additional duties:

- a. Full speaking and voting rights within the Program Board
- b. The Special Events Coordinator must maintain regular office hours (15/wk) beginning with the first long semester and ending in of the new Special Events Coordinator.
- c. Plan and implement all Special Events (i.e. Homecoming, Welcome Week, Parent's Day, Springfest, Major Concerts and Lumberjack Alleys)
- d. Train all new members on SAA policy and procedure.
- e. Serve as the presiding officer over a set amount of events each month.
- f. Prepare annual scrapbook.
- g. Responsible for planning the banquets at the end of each semester.
- h. Maintaining the SAA Fan page.
- i. Serve as chair over homecoming burn shirts and SAA event shirts.
- j. Maintain SAA member pictures.
- k. Ensure visual records are kept from each event (photos, Pine Log articles, etc.)

- l. Responsible for initiating the planning of Springfest.
- m. Must facilitate a mandatory weekly meeting with their coordinators.
- n. Other duties as assigned
- o. Reports to the President

#### 6. Public Relations –Events Coordinator

The Public Relation - Events Coordinator shall be responsible for the following additional duties:

- a. Full speaking and voting rights within the Program Board.
- b. The Public Relations Coordinator must maintain regular office hours (15/wk) beginning with the beginning of the summer 2 semester and ending in at the swearing in of the new Public Relations Coordinator.
- c. Maintenance of SAA calendar of events.
- d. Prepare press releases for all events as assigned by President and/or advisors.
- e. Work with coordinators of events on advertising plans.
- f. Prepare and supervise the distribution of the weekly table tents.
- g. Approve any advertising of SAA events including but not limited to posters, fliers, handbills, etc. Along with coordinating the Hot Spot.
- h. Train all new members on SAA policy and procedure.
- i. Serve as the presiding officer over a set amount of events each month.
- j. Submit weekly advertisements to the Pine Log.
- k. Prepare the annual Stonefort yearbook page.
- l. Develop and implement full fledged advertising campaigns for events, including but not limited to nooners, face to face, etc.
- m. Determine valuable advertising areas and make sure something SAA related fulfills each spot.
- n. Must facilitate a mandatory weekly meeting with their coordinators.
- o. Maintain open communication and offer PR assistance to the other PR officer.
- p. Other duties as assigned.
- q. Reports to the President.

#### 7. Public Relations – Late Night and Movie Series Coordinator

The Public Relations – Late Night and Movie Series Coordinator shall be responsible for the following additional duties:

- a. Full speaking and voting rights within the Program Board.
- b. The Public Relations – Late Night and Movie Series Coordinator must maintain regular office hours (15/wk) beginning with the beginning of the summer 2 semester and ending in at the swearing in of the new Public Relations – Late Night and Movie Series Coordinator.
- c. Prepare press releases for all late night events and movies as assigned by the President and/or Advisors.
- d. Work with coordinator of late night events and advertising plans.
- e. Approve any advertising for Late Night and movie series including but not limited to posters, fliers, handbills, etc.
- f. Train all new members on SAA policy and procedure.
- g. Serve as the presiding officer over a set amount of events each month.
- h. Submit weekly advertisements to the Pine Log.
- i. Maintaining the Movie Series facebook group.
- j. Facilitate the voting on of movies.
- k. Work with the SAA advisor on ordering movies.
- l. Create weekly promos for the movie theater.
- m. Maintaining and updating the SAA movie line.
- n. Responsible for coordinating the posting of movie posters around campus and making sure they are taken down in a timely manner.
- o. Must facilitate a mandatory weekly meeting with their coordinators.
- p. Maintain open communication and offer assistance to the other PR officer.
- q. Responsible for gathering all T-Shirt information and reporting to the advisor to make necessary orders.
- r. Other duties as assigned.
- s. Reports to the President.

#### C. Advisors to the Program Board

- 1. To advise the Program Board in developing co-curricular programs.
- 2. Attend Program Board meetings and Officer Meetings.
- 3. Attend and supervise events along with the Program Board Members.
- 4. Supervise the budget of SAA and authorize all expenditures.

5. Supervise the Late Night and Weekend Programming budget and authorize all expenditures.
6. Assist Program Board in planning programs, evaluation of programs, general meetings, work in progress, etc.
7. Counsel students as appropriate.
8. Assist in personal development of students by guiding them in organization skills, leadership activities and planning workshops and other suitable activities.
9. Assist in negotiations with agents and the preparation and review of contracts for programs.
10. Supervise and evaluate all programming.
11. Supervise all movie theater related events, including but not limited to weekly movie series, specialty events, etc.

#### **Section IV. Events**

- A. Every event should have one Officer present.
- B. Events must be approved by a majority of the current membership of SAA before the Advisor can call for a contract.
- C. President should attend 85% of all events (excluding movies). These events are in addition to events assigned to oversee as an officer.

#### **Section V. Benefits**

##### A. Complimentary Passes

Each member of the Program Board, when it is possible will receive one complimentary pass to all Program Board events that have a complimentary pass list.

##### B. Stipends for Officers

The Officers shall receive a bi-monthly stipend as determined by the Advisor.

##### C. Personal Rewards

The single most important compensation for students participating in SAA Programs activities should be the personal growth and satisfaction derived from serving the University and its students. Through planning and producing programs, the development of friendships with members, chairpersons, advisors, faculty, staff and administrators, the students involved have a unique opportunity to expand their association and experiences while fulfilling a vital role for the University.

#### **Section VI. Tenure for Officers and Chairpersons**

##### A. Officers

1. The new officers shall assume office at the Annual SAA Programs Award Banquet and shall retain their positions until the following Awards Banquet.
2. The new officers shall train with the outgoing officer board from the time of their appointment until they take office.

#### **Section VII. Removal of an Officer**

Failure of an Officer to meet the expectations as outlined in the preceding sections can constitute grounds for removal. Two methods for removal exist.

##### A. Removal by 2/3 vote of entire membership.

- a. At any time a member may make a motion to have an officer removed from the Program Board
- b. The motion must be presented to the President 24 hours before the beginning of the meeting in which the vote is to take place.
- c. The officer may appeal the decision of the membership in the following order: Advisor, and then the Director of Student Activities.

##### B. Employee Removal System

###### **a. Conference with the President to outline infractions**

It is the responsibility of the President to schedule a special meeting with the Officer in question in order to relay the basis for concern and allow the Officer to offer an explanation. The purpose of this meeting is to agree upon means for improving the situation. These means for improvement and infractions occurred should be put in writing and signed by both the President and the Officer. This then outlines their agreement. The member should be informed about the meeting prior to it happening and should be furnished a copy of the agreement between the President and the Officer after the meeting.

###### **b. Dismissal of Officer**

If the course of action agreed upon in the President's individual conference is not met by the time agreed upon, or by a reasonable amount of time as determined by the President, the President will be charged with the responsibility of removing the officer in question.

**c. Causes for Acceleration of Procedures**

If at any time, during the above procedures, the Officer refuses to agree to a plan for improvement, the situation should immediately be brought to the attention of the Advisor so a quick disposition can be made of the situation.

**d. Appeals**

An officer may appeal their removal from office to the Advisor and then to the Director of Student Activities.

**Section VIII. Suspension of a Program Board Member**

Failure of a Program Board Member to meet the expectations as outlined in the preceding sections can constitute grounds for removal. Three methods for removal exist.

**A. Removal by 2/3 vote of entire membership.**

- a. At any time a member may make a motion to have another member removed from the Program Board
- b. The motion must be presented to the President 24 hours before the beginning of the meeting in which the vote is to take place.
- c. The member may appeal the decision of the membership in the following order: Advisor, and then the Director of Student Activities.

**B. Volunteer Removal System**

**a. Conference with the President**

It is the responsibility of the President to schedule a special meeting with the Program Board Member in question in order to relay the basis for concern and allow the member to offer an explanation. The purpose of this meeting is to agree upon means for improving the situation. These means for improvement and infractions occurred should be put in writing and signed by both the President and the Program Board member. This then outlines their agreement. The member should be informed about the meeting prior to it happening and should be furnished a copy of the agreement between the President and the member after the meeting.

**b. Conference with Advisor**

If a reasonable amount of time has expired and the problem still persists, it is the responsibility of the President to bring the matter to the Advisor for consideration. The Program Board member will schedule a special meeting between the member in question and the Advisor. During this meeting the basis for concern will again be made clear and steps will be outlined to eliminate the concern. If after a reasonable amount of time the concerns have not been corrected the Program Board member may be suspended from the organization by decision of the President and the Advisor.

**C. Strike System**

Each member will be allowed three strikes. Upon receiving the 3<sup>rd</sup> Strike, the member in question will be voted on by the programming board as to whether or not they may maintain membership. If a member receives additional strikes past the initial 3 strikes, they must meet with the advisors to determine their eligibility within the organization. Examples of situations resulting in a strike are outlined in the membership contract [Section 21. Part 5]. Members who receive a strike will be notified by the President as situations as such occur. Members have the opportunity to appeal strikes through appropriate processes as outlined in the By-Laws. In the instance a situation is not specifically outlined, the officer board shall determine an outcome.

**I. Appeals**

- a. A member may appeal a strike using the appeal form available in the Office of Student Activities Association.
- b. A member may appeal in writing the decision of removal to the Coordinator of Student Activities Association.

**II. Length of Suspension**

Once suspended, a member may regain member status in the organization through reapplication after one long term or two short terms. When any suspended member rejoins he/she is automatically under probationary status for 90 days and may be removed from the organization within that time frame by decision of the Advisor.

**Section IX. Constitution**

The SAA Constitution shall be the primary governing document of the SAA Board; therefore; in any case where the By-laws and the Constitution may conflict, the SAA Constitution shall take precedence.

## **Section X. Awards**

The Student Activities Association will present these Awards each year at the annual awards banquet.

### A. Steve Westbrook Award

This award will be given to anyone, selected by the Advisor.

### B. President's Service Award

This award will be given to any member as chosen by the President for outstanding service to the President in his or her duties.

### C. Member of the Year

This award will be given to an outstanding member, as voted on by the officers for excellence in programming

### D. Member of the Month

This award will be given to any member throughout the year for outstanding service.

### E. Program of the Year

This award will be given to the SAA member who puts together the best overall program, including advertising, attendance and participation.

### F. Outstanding Female Member of the Year

This award will be given to any female member as chosen by the membership for excellence in overall SAA membership.

### G. Outstanding Male Member of the Year

This award will be given to any male member as chosen by the membership for excellence in overall SAA membership.

### H. Highest Point Earner of the Year

This award will be given to the member who has accrued the highest amount of points throughout the year.

I. Additional awards based on the point system will be awarded throughout the semester.

## **Section XI Revision**

A. Proposals to amend these By-laws may be voted on by majority of the Membership.

B. Amendments shall go into effect upon approval of the Advisors.

C. The authority granted to the Student Activities Association under these By-laws shall be subject to the policies, rules, and regulations of Stephen F. Austin State University.

## **Section XII Definitions**

a. Reapplication - Repeat new applicant process by filling out a Student Activities Association Application for Program Board and going through the mandatory interview process.

b. One Long Term - One full Fall or one full Spring semester.

c. Two Short Terms - Two Summer sessions.