

NORTHWESTERN STATE



Constitution/Bylaws

Northwestern State University Student Activities Board Constitution

Article I – NAME

The name shall be the Northwestern State University Student Activities Board.

Article II – PURPOSE

The purpose of this board is to contribute to the social, recreational, cultural, and educational development of the students, faculty, and alumni through programs and services conducted by the members and committees of the Northwestern State University Student Activities Board. The Board will strive to serve as a unifying force in the life of the university, cultivating enduring regard for and loyalty to the university.

Article III – MEMBERSHIP

All full-time and part-time undergraduate students (Alexandria, Leesville, or internet) as defined by the Northwestern State University catalog shall upon enrollment become nonvoting members of the Northwestern State University Student Activities Board. All full-time and part-time graduate students (Alexandria, Leesville, or internet) as defined by the Dean of the Graduate School shall also become nonvoting members of this organization upon enrollment. Shreveport students are not allowed to participate in SAB events.

Article IV – STUDENT ACTIVITIES BOARD

Section 1 – AUTHORITY

The governing body of the Northwestern State University Student Activities Board shall be known as the “Student Activities Board” and shall be responsible to the Director of Student Activities and Organizations. This constitution or board will in no way limit the authority of the Director of Student Activities and Organizations or supersede the University rules and regulations concerning the social, recreational, cultural, or educational activities of the Student Body. All groups or individuals using the Student Activities Board will be subject to the rules and regulations established by the Student Activities Board.

Section 2 – FUNCTIONS

The functions of the Student Activities Board shall be as follows:

- A. Formulate the general policy for the operation of the Northwestern State University Student Activities Board within the framework of University policy.
- B. Enact by-laws for the Board, regulate the activities of members, guests, and organizations in the program.
- C. Shall have the power to fill vacancies on the Board as provided in the By-Laws.
- D. Approve budgets for student activities supported by the Student Activities Board.
- E. Form a special Summer Council to vote on programming and planning needs for the fall semester
- F. Exercises all powers and duties not herein especially assigned, subject to the approval of the appropriate administrative officials of the University.

Section 3 – STUDENT ACTIVITIES BOARD MEMBERS

The Student Activities Board shall be constituted as follows:

- A. Thirty-two Northwestern State University Students, all voting members to be elected as provided in the By-Laws. No voting member of the Student Activities Board shall be a voting member of the Student Government Association.
- B. The following positions will be elected by the out-going Student Activities Board.
 1. President of the Student Activities Board
 2. Vice-President
 3. Secretary
 4. Treasurer
 5. Coordinator of Special Events
 6. Executive Representative at Large
 7. Public Relations and Advertisement
 8. Five chairmen of the standing committees
- C. The following positions are elected by the student body in a Student Government Association general election held in the spring. Vacancies will be filled through an in-house election or appointment when needed.
 1. Twenty Representatives–at-Large - Elected by the student body in an SGA general election held in the spring. Vacancies will be filled through an in-house election when needed.
- D. One Member of the Student Government Association shall be appointed by the President of the Student Government Association with the approval of the Student Activities Board to serve as a liaison between the Student Activities Board and Student Government Association during the Spring semester.

E. STAFF MEMBERS

1. Staff members are ex-officio non-voting members of the Executive Committee and the Student Activities Board but will have a voice.
2. The Director of Student Activities and Organizations shall be the official advisor.
3. Graduate Assistants assigned to the Director of Student Activities and Organizations shall function as Student Activities Board Advisors.

Section 4 -- EXECUTIVE COMMITTEE OF THE STUDENT ACTIVITIES BOARD

The Executive Committee shall consist of the officers of the Student Activities Board: President, Vice President, Secretary, Treasurer, Coordinator of Special Events, Executive Representative-at-Large, PR&A, the Director of Student Activities, and the graduate assistants assigned to the Director of Student Activities. The Executive Committee shall be responsible for the appointing of a director for special activities that the Board designates. This director shall be responsible for reporting to the Student Activities Board weekly during the planning, production, and follow-up of said event. The Executive Committee shall act for the Board between meetings and shall be subject to review by the Student Activities Board at any regular or special meeting.

Article V - FINANCES

- A. Budgets shall be presented to and approved by the Director of Student Activities and Organizations. The Student Activities Board shall be responsible for the budgeting and allocating of the Student Activities Board program fees as outlined in the Student Government Association Constitution.

Article VI - AMENDMENTS

This constitution may be amended by a two-thirds vote of the Student Activities Board, ratified by the Committee on Organizations. The proposed amendment must be submitted in writing to the Student Activities Board at least two weeks prior to it being voted upon.

Northwestern State University Student Union

BY – LAWS

I. BY – LAWS

The rules contained in these By-laws shall govern the Student Activities Board and Committees in all cases to which they are not inconsistent with the rules and regulations established by Northwestern State University and the Louisiana Board of Trustees.

II. STUDENT ACTIVITIES BOARD MEMBERS

Members of the Student Activities Board shall be the following: President, Vice President, Secretary, Treasurer, Coordinator of Special Events, Executive Representative-at-Large, PR&A, Five committee Chairmen, and Twenty Representatives-at-Large (10 to serve under the Coordinator of Special Events and 10 to serve under the Executive Representative-at-Large). Non-voting members of the board will include the SGA appointed representative and any Student Activities advisors. One SGA rep will serve on SAB as a non-voting member during the Spring semester

A. Terms of Office

1. Terms of office for the members of the Student Activities Board shall be for one year from annual banquet to annual banquet. All members of the board shall assume the responsibilities of his/her office immediately upon being inaugurated. Any member not in attendance will be installed at the first meeting of the fall semester or at retreat.
2. If selected to be a member of the Student Activities Board during a campus-wide election, or by appointment, the term of office will begin once installed.
3. The SGA representative will serve as a non-voting member of SAB for the Spring semester only. The SGA representative will be appointed by the president of SGA.
4. At the conclusion of the academic year the outgoing board shall be present at the last meeting of the Spring semester to turn over all records, keys, and other items of importance, and to discuss unfinished business the out-going board initiated.

B. Method of Selection

1. Elections shall be held prior to the annual Spring Banquet. Any person interested in being a voting member of the Student Activities Board will fill out an application, checked for verification, and will have an interview in front of the Student Activities Board members.
2. In-House Elections
 - a. All executive board and committee head positions will be filled by an in-house election unless noted differently in these by-laws. The structure for the interview process is as follows:
 1. Each nominee must attend an informational meeting prior to the in house elections. Any nominee who has previously served on the board does not have to attend the informational.
 2. A total of ten minutes will be allotted to each candidate. It is up to the candidate to determine how he or she will utilize 6 minutes. The remaining 4 minutes will be used for discussion.
3. Campus-Wide Election
 - a. During the Spring semester SAB will participate in the campus-wide election to recruit the twenty representatives-at-large. These prospective members must still apply and be verified for eligibility to run in the election.

b. Please refer to the SGA election code for further regulations.

C. Vacancies

1. The Student Government Association Representative shall be replaced in accordance with the Student Government Association Constitution.
2. In case of the vacancy of the President, the Vice-President shall automatically become the President.
3. All other Executive Committee members shall be replaced in the same manner they were originally selected.
4. In case of vacancy of any Committee Chairmen or representative, the vacancy may be filled by a two-thirds vote of the Student Activities Board.
5. In case of no applications or failure to elect the position, the Student Activities Executive Board shall fill the vacancy by appointment.

III. ELIGIBILITY REQUIREMENTS

All members of the Student Activities Board must be in good academic standing; have paid the Student Association Fee; must not be on scholastic, social, or disciplinary probation; must not be a voting member of SGA; must be an enrolled and resident within the campus area for the full year term; must be able to attend the Summer SAB retreats. All grades are due by commencement. If appealing any grade, the member cannot attend retreat and therefore will not be a member of the SAB for the following semester.

A. Executive Officers

1. To be eligible for an executive position, a candidate must meet the following requirements:
 - a. Must possess and maintain a minimum 2.5 previous and cumulative GPA.
 - b. Must be serving or have served on the board for at least two consecutive semesters and be a full time student.
 - c. Must review the requirements for the position in which they seek and be able to complete the duties with efficiency and effectiveness.

B. Committee Heads

1. To be eligible for a Standing Committee Head, a candidate must meet the following requirements:
 - a. Must be serving or have served on the board for a minimum of one semester.
 - b. Must possess and maintain a minimum 2.25 previous and cumulative GPA.

C. Representative-At-Large

1. To be eligible as a Representative-at-Large, a candidate must meet the following requirements:
 - a. Must possess and maintain a 2.0 previous and cumulative GPA.
 - b. Must attend an informational meeting prior to applying for membership.

IV. Duties of the Student Activities Board

A. Meeting Regulations

1. Regular Meetings: The Student Activities Board shall hold a regular weekly meeting during the academic year on Mondays and Wednesdays during the academic year.
2. Quorum: A 2/3 (two thirds) majority of the voting members of the Student Activities Board must be present in order to constitute a quorum. Any act passed at a meeting in which there is a quorum shall be considered a valid act of the Board unless otherwise specified in the constitution. Proxies shall not be allowed to vote or establish quorum.

3. If you are more than 10 minutes late for a meeting you will be marked as absent. If you have to leave before 1 hour of the meeting you will be marked absent. After missing a meeting, you have 48 hours to submit an excuse.
 4. The President of the Student Activities Board may call a special meeting if he/she deems one necessary, or a special meeting may be called upon written requests by six members of the Board to be presented to the President.
 5. Changes in the SAB meeting time may change if deemed necessary and if ratified by 2/3 majority vote of the board.
- B. Event Regulations
1. All members of the Student Activities Board shall be responsible for attending and staffing all events, for at least one (1) hour, held within an academic year, excluding Satellite campuses.
 2. Members are required to work an entire event, if the executive board deems that event as a Major Event. This includes, set up, the duration of the event, and tear down.
 3. If an event is missed, an excuse must be submitted within 48 hours. When prizes are offered at SAB hosted events, SAB voting members are not eligible to win.
- C. Office Hours
1. All of the Student Activities Board voting members shall be responsible for establishing and maintaining office hours. Executive Board members shall maintain a minimum of 10 office hours per week, including weekly meetings. Each Committee Chairman shall maintain six office hours per week, including the weekly meetings. The Representatives are to maintain three office hours per week, including weekly meetings.
 2. Refer to appendices for further policies and procedures.
- D. During the Fall semester the Student Activities Board must appoint an active voting member of SAB to serve as a liaison between SAB and SGA.
- E. The Executive Officers
- All executive board officers shall be responsible for planning retreats and Student Activities Board banquets. All members of the executive board are required to participate in summer council meetings. Executive officers also have the power to make executive decisions if necessary. All executive board members, unless noted, shall serve as a voting member on the executive board and the student activities board. All members shall follow and execute Robert's Rules of Order in all meetings and special sessions.
1. President:
 - a. The President of the Student Activities Board shall preside at the meetings of the Student Activities Board and perform such duties as are incumbent upon the office. The President shall have the power to vote only in case of a tie on all matters voted upon by the Student Activities Board, Annual Awards, nominations for special events, and in the Executive Committee.
 - b. Shall have the power to call special meetings.
 - c. Shall coordinate conference buying and shall be responsible for any special budget allocated for conference buying. Shall delegate authority for conducting conference purchased programs to the appropriate committee chairman.
 - d. Must review Executive Board purchasing proposals on OrgSync in order to validate that the content. Once validated, the President must approve the proposal on OrgSync.

- e. Shall preside over the weekly executive meetings.
 - f. Shall be responsible for ordering all graduation stoles and cords for graduating seniors.
 - g. Shall be over the education of new members.
2. Vice President:
 - a. The Vice President shall perform the duties of the President in his/her absence and other duties assigned to him/her by the President.
 - b. Shall supervise the Committee Chairmen in their committee functions. shall hold a weekly meeting of all Committee Heads.
 - c. Shall be ex-officio member of all committees.
 - d. Shall be responsible for appointing Representatives to committees
 - e. Shall plan events for the NSU satellite campuses, at least one event each semester per satellite campus.
 3. Secretary:
 - a. The secretary shall be responsible for keeping minutes and records of all Student Activities Board meetings and Executive council meetings and uploading them to OrgSync.
 - b. Shall be responsible for keeping the member roster on OrgSync updated.
 - c. Shall be responsible for keeping records of all members' office hours.
 - d. The Secretary is responsible for creating an agenda for each board meeting.
 - e. Once notified of proposals that have been approved by Executive Board members, the Secretary must put the proposal on the agenda for the next meeting.
 4. Treasurer:
 - a. Shall be responsible for keeping OrgSync checkbooks updated.
 - b. Must review all purchasing proposals in order to validate that the members' proposals will not create a deficit in the budget. Once validated, the Treasurer must approve the proposal on OrgSync.
 5. Coordinator of Special Events:
 - a. Shall be responsible for events deemed as "special events."
 - b. Shall plan at least 1 big event in the fall and at least 1 big event in the spring.
 - c. Shall oversee the Representatives-at-Large assigned to Special Events and delegate responsibilities as necessary in regards to programming.
 6. Executive Representative-at-Large
 - a. Shall be responsible for coordinating Homecoming week activities, especially dealing with the court with the exception of the election process of the Homecoming court.
 - b. Shall oversee Spring Fling voted on by the Student Activities Board.
 - c. Shall oversee the Representatives at Large assigned to Executive Representative Committee and delegate responsibilities as necessary in regards to programming.

7. Public Relations and Advertising

- a. Shall be responsible for organizing all displays monthly
- b. Shall be responsible for the general image of the Student Activities Board.
- c. Shall handle all promotional materials for the Student Activities Board.
- d. Shall be responsible for designating a PR&A committee member as historian.
- e. Shall be responsible for all APCA PR Submissions.
- f. Shall be responsible for all other PR&A duties as assigned, not stated in the Bylaws.
- g. Is responsible for adding all SAB events and deadlines to the OrgSync calendar.

D. Committees

1. There shall be five standing Committees within the Student Activities Board. Each Committee Head will attend a weekly meeting overseen by the Vice President.
2. The following committees shall be established by the SAB. Any committee may be abolished by the SAB when it is in the best interest of the organization in the same manner with which it was created. The following are the duties of the Standing Committees:
 - a. Each committee is required to host a minimum of one event per semester.
 - b. All Committees shall perform any additional duties as assigned by the Executive Committee.
 - c. Each committee may have a sub-committee when deemed necessary by the Executive Committee.
 - d. Lagniappe Committee will be responsible for providing various social activities that are coffee-house type of events.
 - e. Lady of the Bracelet Committee is responsible for the planning and production of the Miss Northwestern Lady of the Bracelet Pageant and any duties related therein. Refer to the Lady of the Bracelet appendix for more details.
 - f. Service Learning Committee is responsible for providing small awareness events throughout the academic year along with the major event, Unite to Fight. Refer to the Service Learning appendix for more details.
 - g. Freshman Factor Committee is responsible for hosting events that are planned by only freshman students with the direction of the committee chair.
 - h. Concert Committee is responsible for planning various musical events.

E. Representatives-at-Large:

The Representatives-at-Large can be any student who fits the requirements to be a member of the Northwestern State University Student Activities Board as mentioned in Article III of the Constitution. The Representatives-at-Large are to work together with, but not limited to, the Executive Representative-at-Large or Coordinator of Special events.

F. Summer Council:

In order to continue operation during the summer session, a Summer Council will be formed. The Summer Council shall meet at a designated time during the Summer to plan and coordinate summer activities and early Fall activities. The Summer Council shall act for the Student Activities Board during the summer term only and is allowed to pass purchasing proposals.

V. FINANCES

- A. All budgets of all committees of the Student Activities board shall be presented in writing.
- B. Each committee shall prepare a budget at the call of the executive board for their individual projects. The Student Activities Board must approve committee budgets.
- C. No funds shall be allocated without the approval of the Board and the appropriate approving agents.
- D. In all cases, purchases will be made only through the standard purchasing procedures set up and supervised by the University Controller.
- E. The president has the authority to make executive purchasing decisions.
- F. Members attending any APCA conference have the authority to request a contract on site with 2/3 votes of members present.

VI. SCHOLARSHIPS

All scholarships for the Executive Board members, Committee Heads, and Lady of the Bracelet place holders, shall be paid from the Student Activities Board self-assesed fee. Only full- time student SAB member at Northwestern State University are allowed to receive scholarships from the Student Activities Board budget. Scholarships shall be paid during the Fall, Spring, and Summer Sessions of the year. Summer scholarships will only be awarded with regular attendance at summer council meetings. The following is the breakdown of all scholarships.

- A. President- \$3000 per semester in scholarship
- B. The Vice President-\$1500 per semester in scholarship.
- C. The Secretary/Treasurer, Coordinator of Special Events, Executive Representative-at-Large, and PR&A- \$1000 per semester in scholarship.
- D. All committee head positions- \$500 scholarship per semester.
- E. Lady of the Bracelet
 - 1. Winner- \$2000 scholarship for Fall and Spring semester; \$1000 cash scholarship for Spring.
 - 2. 1st Runner up- \$1500 scholarship for Fall.
 - 3. 2nd Runner up- \$1000 scholarship for Fall.
 - 4. 3rd Runner up- \$750 scholarship for Fall.
 - 5. 4th Runner up- \$500 scholarship for Fall.
 - 6. Liz Carroll People's Choice Award- \$250 cash scholarship paid out of the Alumni Foundation.
- F. Any changes in scholarship shall take effect Fall of the following year.

VII. DISMISSAL

If removed from the SAB during any Fall, Spring, or Summer semester, the member cannot serve the following semester. A member of the Student Activities Board may be relieved of his/her duties for causes defined as follows:

- A. Failure to pay the Student Association fee.
- B. Failure to be registered for less than 12 (twelve) hours.
- C. Failure to be in good standing with the University and maintain the appropriate GPA requested for the respective positions.
- D. Receiving of three unexcused absences.
 - 1. After two unexcused absences, a member will be contacted by the Executive Officer to request a special meeting.

2. A board member may be called to an executive meeting to discuss his/her duties on the Board. Failure to complete his/her duties will constitute one unexcused absence.
 3. Student Activities Board Advisor will deliver the news of dismissal from the board.
- E. Failure to attend the SAB Summer Retreats

VIII. SAB Incentive Program

The Student Activities Board will award a member of the week, month, and semester. These members will be recognized for their outstanding contribution to the Student Activities Board for their hard work and dedication, and teamwork exhibited at all events and meetings.

- A. Member of the Week- will be chosen by the previous member of the week. The executive board will choose the first member of the week of each semester.
- B. Member of the Month- will be nominated by the board then, chosen every month by the Executive Council.
- C. Member of the Semester- will be nominated by the board then, chosen every semester by the Executive Council.

IX. ANNUAL BANQUET

The Annual banquet of the Student Activities Board shall be held within two weeks prior to the end of the semester. The purpose of this meeting shall be three-fold:

- A. To install the new officers and members of the Student Activities Board. The retiring officers of the Student Activities Board shall constitute a committee for properly carrying out the inaugural ceremonies. The retiring President of the Board shall preside at the inauguration and the Director of Student Activities and Organizations shall administer the oath of office to incoming officers. The Oath of office shall be worded as follows:

I, _____(name), do solemnly swear (or affirm) that I will faithfully execute the office to which I have been elected, and that I will do my best to execute the duties of my office and uphold the Constitution of the Northwestern State University Student Activities Board.

- B. To recognize outstanding members of the organization.
 1. The following awards shall be presented:
 - One (1) award to the Outstanding Board Member to be selected by the Student Activities Board.
 - One (1) award to the Outstanding Committee Chairman to be selected by the Student Activities Board.
 - One (1) award to the Outstanding Representative-At-Large to be selected by the Student Activities Board.
 - One (1) award to the Outstanding Executive member to be selected by the Student Activities Board.
 - One (1) award to the person who contributes most to the Union program to be called The Robert W. Wilson Award. This person need not be a member of the Student Activities Board to be selected by the board.
 - One (1) award to the outgoing Student Activities Board President.
 - The Louisiana Award will be given to any graduating Program Advisors.
 - One (1) award to the Outstanding Committee-At-Large member to be selected by the Student Activities Board.
- C. To recognize the graduates of the Student Activities Board and those that have contributed while on the board.

1. Assumptions of receiving a stole/rope
 - a. Must have served on the board for at least one consecutive year.
 - b. Must have and maintain a cumulative 2.0 GPA.
 - c. Must be a graduating senior.
 - d. Any past member of the board may be eligible to receive a stole/rope if the above mentioned guidelines were met and approved by the president.
 - e. Each member will choose from either receiving a stole or a rope.
2. Stoles/ropes
 - a. The stole if picked by the member will be a white stole with the color SAB logo on it.
 - b. The rope if picked by the member will be orange and white twisted.

X. RULES OF ORDER

Modified Robert's Rules of Order shall govern the procedures of all meetings of the Student Activities Board and committee meetings, unless otherwise provided for in this Constitution and in the By-Laws.

XI. AMENDMENTS TO THE BY-LAWS

The By-Laws of the Constitution may be amended by a two-thirds vote of the Student Activities Board and ratified by the Committee on Organizations. The proposed amendment must be submitted in writing at least one week prior to the meeting.