

## **Regent University's Student Activities Board**

### **Preamble:**

Regent University is a Christ-centered community with a goal to educate and promote Christian leaders who will change the world. The members of the Student Activities Board recognizes the importance of a holistic experience for students and wishes to help provide fun, entertaining, and educational activities for their fellow students. The Board coordinates with other student organizations, offices, faculty, and staff to provide excellent events that will benefit the community of Regent University and help foster unity.

### **Mission Statement:**

The Regent University Student Activities Board is an organization that provides entertainment, activities, cultural and educational experiences for the campus. The Board exists to maintain campus traditions and enrich the community of Regent University. Its members serve the campus in order to provide a holistic collegiate experience by implementing fun Christ-filled activities. The Board provides opportunities for members to grow in Christian leadership and offers assistance to other Regent organizations to continue the cultivation of Christian leadership.

All authority expressed by the Student Activities Board shall be subject to the approval of the Administration of Regent University.

### **Membership:**

Students seeking membership must apply and be interviewed by the President and Vice President of the Executive Board. After the interview, the students' approval will be voted on by the Executive Board and needs a favorable  $\frac{3}{4}$  vote in order to become a member. Each member voting "nay" should give reasons for doing so before final votes. For applicants that failed to be approved, the President must seek absentee Executive Board member votes before final consensus. Interested students may also be admitted for approval after attending the annual interest meeting during the Fall semester.

Applicants and members must have and maintain an overall minimum cumulative GPA of 2.0 and be currently enrolled in the University.

Applicants must be in good academic, financial, and student conduct standing with the University.

Non-Regent students may not be a member of the Board but can assist the board in order to accomplish its goals.

All members have one vote and each vote shall be counted equally.

Members are expected to attend general assembly meetings. To miss a general assembly

meeting, proper notification to the Secretary must be given. Failing to give proper notification for more than one meeting is grounds for nomination of removal.

Members must also be in attendance of weekly meetings with their assigned committee(s). Failing to give proper absence notification to their respective committee head for more than 2 meetings is grounds for nomination of removal.

### **Positions:**

The Board shall consist of executive officers with the following titles: President, Vice-President, Secretary, Treasurer, and the Organization and Oversight Chair.

In addition to the executive officer positions, there will be Committee Chairman positions available for each committee. The Board shall consist of 4 committees and any student is eligible to become a committee member after approval.

The President shall:

- Be a student worker appointed by the Office of Student Activities & Leadership;
- Be the liaison between the Board and the Office of Student Activities & Leadership;
- Lead the Board in the planning and execution of its events and initiatives;
- Be the head of the executive officers;
- Assist in training new members;
- Must have a comprehensive understanding of Regent University's events and procedures.

The Vice-President shall:

- Inherit the responsibilities of the President in the event of his/her absence;
- Oversee the meeting of the committees to ensure proper procedures are followed; and
- Assist the President with planning and leadership of the Board.

The Secretary shall:

- Record notes from board meetings and share with members and Faculty Advisor;
- Be responsible for the internal communication of the Board; and
- Keep accurate up to date attendance of Student Activities Board members at general assembly meetings, committee meetings, and executive board meetings.
- Present new applicants to the Board and email applicants about acceptance/rejection

The Treasurer shall:

- Oversee the budget of the Board;
- Manage the budget committee in administering the budget
- Process and present proposed budgets to the Board; and
- Coordinate with the Chairman to manage the funds.

The Marketing Chairman shall:

- Be responsible for the creation and production of advertisements;
- Coordinate with marketing to publish social media updates; and
- Develop methods of marketing for the Board and its events.

#### Committee Chairman

- Be responsible for meeting with his/her separate committee on a weekly basis.
- Be responsible for proposing, discussing, planning, and implementing events with committee.
- Be responsible for giving the president all of the information necessary to complete the event application form and put the event on the university calendar.
- Meet with the President on a weekly basis.
- Attend Executive Board meetings on a weekly basis.

#### **Voting:**

The Student Activities Board shall select executive board members through a nomination process.

The President shall determine which meeting the Board will vote with two weeks notice.

The meeting before the time to vote, nominations will take place.

During nomination phase, members of the Board will nominate candidates for executive board positions. A candidate who desires to run for a position, must express their desire to do so and seconded by another member of the Board.

After the nomination phase, chosen candidates are then interviewed by the Faculty Adviser, President, and a member (one that is not a current candidate) from the Board. The interview committee seeks during this process to review candidates, not on the basis of eligibility on candidacy, but to ensure that eligible candidates are those that can accurately represent Regent University's mission.

In order to decide the person selected from the Board, they must be nominated by a member and seconded by another. Once nominations have finished, all present members vote on the nominees. The nominee with the highest votes will be selected. Someone who is currently on the Executive Board or is a nominee for the Executive Board cannot be nominated for this position.

The ballots for the voting will be made before the nomination phase and the set criteria that will be questioned on will be made available.

The examples of the criteria (but not restricted to) are:

- 1 semester in the Student Activities Board with 75% attendance rating in general assembly meetings or high participation in committees.

- Presidential responsibilities in other clubs or organizations (will this position be a priority or would other clubs come first?).
- Exigent circumstances that disqualify the candidate from the trust of Regent University.

The interview board will evaluate candidates on the criteria that is published on the nomination phase, but it is not restricted to it. Exceptions may be made on the interview's board approval. The Board should feel free to nominate candidates they believe are most fit for the job.

All eligible candidates will be voted on during the next meeting. Each member present must give their vote on a signed (non-anonymous) ballot. The purpose of this signed ballot is to prevent voter fraud with the absentee ballots.

All absent members may submit an absentee ballot up to 24 hours after the main vote.

Results will then be announced up to 72 hours after the ballot results are in.

### **Committees:**

Each committee shall decide on activities and events and seek approval from the Treasurer and the President. The President or Vice President will take care of the paperwork involved.

Each event committee must have a minimum of three events per semester.

Some examples of events include the following:

International Education & Culture – Black History Month, Women's History Month, Global Cuisine etc.

Campus Traditions – Harvest Fest, Pancake Feast, Christmas Ball, etc.

Entertainment – Party @ the O, Game Night, Costume Party, etc.

### **Meetings:**

The Student Activities Board as a whole shall meet once a month at a predetermined time. The Board shall decide on a meeting time at the beginning of each semester.

The Executive Board will meet once a week at a set time and place determined at the beginning of the semester.

Each committee should also meet at a set time weekly outside of full Student Activities Board meeting time and plan their events.

The President and Vice-President shall have the authority to call or cancel meetings.

## **Authority:**

Authority and chain of command in the Student Activities Board is as such:

Committee Chairmen have authority in their committee and during events run by the committee. Members should follow the decisions made by each committee chairman in their respective roles.

The Treasurer has the authority over the budgeting of events. The budget for an event may be increased, decreased, or rejected on the authority of the Treasurer. Committee heads are obligated to stay within the bounds of the budget of their event. To exceed the budget for an event must be approved by the Treasurer.

The Vice President has the authority of Committee heads and any other issues concerning the Student Activities Board. The Vice President does not have authority over budget nor can override decisions by the Treasurer. The Vice President should report major decisions concerning the Student Activities Board to the President.

The President is the chief executive in the Student Activities Board concerning all matters related to the Student Activities Board. The President can override decisions made by the Vice President, Treasurer, and Committee Chairmen. The President should do the best to make decisions after weighing committee opinions and gather consensus. Additionally, the President should attempt to make decisions with respect to the wishes of members in their respective roles.

The Faculty Advisor is responsible for overseeing all operations in the Student Activities Board and will actively advise the President on matters concerning the Student Activities Board.

If a member has an issue with a decision of an Executive Board member, they should bring it to the attention of the President. If a member has an issue with the decision of the President, they should bring it to the attention of the Faculty Advisor. The Faculty Advisor will then hold a vetoing process during a meeting. The President should explain his actions and the decision to accept or veto the President's decision is decided by 51% margin. All actual votes will be the ones counted and members can submit absentee ballots up to 24 hours after the voting has been held. In order to vote, a person must be a current member of the Student Activities Board.

The Office of Student Activities and Leadership has the final say in all matters concerning the Student Activities Board.

## **Removal:**

Anyone subject to removal from the Student Activities Board must be nominated by either a member of the executive board or three members from the Student Activities Board.

Any general member may be removed by two-thirds vote from the executive board or by the

authority of the Director or Assistant Director of Student Activities and Leadership.

Any executive member must be removed after a trial conducted by the President, Faculty Advisor, and a member chosen among the Student Activities Board (Same process applies as in the nomination process).

**Amendments:**

In order to amend the Constitution, it must be passed by three-fourths vote in General Assembly meetings. All votes considered will be those voted at present meeting or received 24 hours afterwards.