

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 Board coordinates with other student organizations, offices, faculty, and staff to provide excellent, Christ-centered events that foster holistic relational and communicative fellowship that benefits the community of Regent University to help foster unity within the Student Body and provide fun, entertaining, and educational activities.

Mission Statement:

The Regent University, Student Activities Board is an organization that seeks to provide entertainment, activities, cultural, and educational experiences for the campus while providing opportunities for its members to cultivate Professional Christian leadership, organizational and communication skills while serving the student body. The Board exists to maintain traditions and to serve the campus in a Christ-like manner by enriching the community of Regent University through Christ-centered relationship building and fellowship through its members that provide a holistic collegiate experience through the implementation of fun Christ-filled activities all while offering assistance to other Regent organizations to foster, implement, and grow continued Biblical organizational, relational, communication, and leadership goals and values.

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

Membership:

1. Interview Process:

Students seeking membership must apply and be interviewed by the President, Vice President, and Committee heads of the committees the interviewee has expressed interest in. After the interview, the students' membership approval will be deliberated upon further acceptance by the President, Vice President, and Committee head.

Any “nay” reason that falls under the category of discrimination or harassment will immediately be disqualified and will be followed by a report of the Executive member's comment to the Director of Student Engagement by the President. The President and the Director will then discuss the possibility of expulsion and removal of the Executive Board member's position and possible dismissal from the organization as a whole. Regent University has zero tolerance for any comments that discriminate or harass another individual. For more information, please look under the Removal section.

Interested students who are not initially accepted into the organization after the deliberation period can seek membership to the Student Activities Board and be reconsidered for readmission after attending the next semester's interest meeting during the Fall or Spring semester.

2. Member Responsibilities

Applicants and members, Undergraduate or Graduate, must have and maintain an overall

minimum cumulative GPA of 2.0 and be currently enrolled in the University.

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

Non-Regent students may not be a member of the Board. The Student Activities Board is by its nature a Regent University organization. It cannot accept any applicant wishing to join who is not registered as a known student of Regent University.

All members are required to vote in Executive Board elections. Failure to comply with the voting standards by any means will result in the offender's being required to attend a mandatory conduct meeting with the President and Director of Student Engagement. See the Conduct & Dispute Section for more information.

Members are expected to attend weekly meetings with their assigned committee(s) as well as monthly general assembly meetings. To miss a general assembly or committee meeting, proper notification to the committee head and/or secretary must be given. Failing to give proper absence notification to their respective committee head and/or secretary for more than two meetings will result in a warning conduct meeting between the President and the Committee Head in charge of the Member. A third missed meeting without proper notification will result in a conduct meeting between the President and the Director of Student Engagement. Four or more missed meetings without proper notification are grounds for the nomination of removal from the organization. Please see the Conduct & Dispute and the Removal sections for more information.

Positions:

The Board shall consist of Executive officers with the following titles: President, Vice-President, Secretary, Treasurer, Administrator Coordinator, and five Committee Chairman with the following titles: (2) Marketing Chair(s) (Graphic & Communications, Video & Media), Entertainment Chair, Traditions Chair, and International Culture Chair. Any student is eligible to become a committee member after approval. See the Voting Section for more information.

All members of the Executive Board must have Christ-like conduct & character, be well versed and have proficient skills in Microsoft Office (Word, PowerPoint, Excel, OneNote, OneDrive, Outlook, Teams), Google Workspace (Docs, Slides, Sheets, Forms, Calendar, Drive, Photos, Gmail), Slack, have exceptional organizational & interpersonal communication and leadership skills, and have completed all L.E.A.D and organizational training.

In order to apply, you must shadow the executive member's role for 1 week to understand the commitments and have read through the executive member's leadership synopsis.

The President:

- Student worker appointed by the Director of Student Engagement
- Liaison between the Board and Student Engagement, other Organizations, Regent University Administration, and the Student Body
- Lead the Board in the ideation, planning, and execution of its events and initiatives
- Head of the executive officers

- Primary point of contact for all events and communication
- Assist in training new members, and oversees acceptance/rejection, as well as assist in any interview or voting processes or procedures
- Have a comprehensive understanding of Regent University's events and procedures.
- Conduct and lead weekly Executive Board meetings
- Have weekly meetings with the Director of Student Engagement
- Have the final say in the decision-making process internally within the org., apart from the authority and adherence to the Director of Student Engagement's decisions
- Oversee conduct, dispute, and removal meetings along with the Director of Student Engagement
- Oversee approval for all Marketing Graphic, Video, and Media content
- Oversee and approve all Event Requests & Amazon purchase details
- Primary representative holder of the Regent University Credit Card unless changed by the Director of Student Engagement
- Oversee all in-store and amazon purchases unless changed by the Director of Student Engagement
- Lead and facilitate all voting processes and procedures
- Makes and Orders Executive and General Member apparel
- Sets semester with Director of Student Engagement

The Vice-President:

- Volunteer appointed by Student Engagement (strongly encouraged to be a rising Sophomore and Junior)
- Point of contact in absence of President (Unless otherwise specified by Director of Student Engagement)
- Attends weekly meetings alongside President
- Oversee the meeting of the committees to ensure proper procedures are followed
- Completes Event Request Forms
- Assist the President in training new members
- Shadow the President in any roles or tasks needed to be accomplished
- Oversees the SAB email and internal/external communications
- Secondary representative holder of the Regent University Credit Card

The Administrative Coordinator:

- Assist the President in the absence of the Vice-President
- Assist Vice President in managing the email and internal/external communication
- Be in charge of creating and managing all SAB Spotify playlists
- Assist in creating google signups for events
- Responsible for meeting and leading his/her separate committee on a weekly basis.
- Responsible for proposing, discussing, planning, and implementing events with the committee
- Attend Executive Board meetings on a weekly basis.
- Liaison between the General SAB Body and the President
- Present in any interview or conduct meetings requested by the President

The Secretary:

- Record notes for meetings and share with Executive Members
- Keep attendance of Student Activities Board members at general assembly meetings
- Oversees management and organization of SAB's closet
- Responsible for meeting and leading his/her separate committee on a weekly basis.
- Attend Executive Board meetings on a weekly basis.
- Liaison between the General SAB Body and the President
- Present in any interview or conduct meetings requested by the President

The Treasurer:

- Oversee and administer the budget of the Board
- Process and present proposed budget to President and Director of Student Engagement
- Create and manage a system to input all receipts and transactions
- Inform the Director of Student Engagement of purchases
- Work with President in ordering Executive Board Items
- Have the final say in any budget or financial disputes along with President and Director of Student Engagement
- Attend Executive Board meetings on a weekly basis.
- Liaison between the General SAB Body and the President
- Present in any interview or conduct meetings requested by the President

The Graphic & Communications Chair:

- Be responsible for the creation and production of advertisements
- Coordinate and lead the marketing committee to publish social media updates
- Develop methods of graphic design marketing for the Board and its events
- Responsible for all Instagram posts and stories
- Responsible for putting up flyers around campus
- Responsible for updating the chalkboard
- Manage and update Linktree
- Responsible for weekly emails to the RUN, RUN LIVE Coordinator, Unchapel Coordinator, RES Life Director, RDs, Director of CM, & Copy Services and CC'ed to the President
- Assist the Video & Marketing Chair in all event photography and video
- Responsible for meeting and leading his/her separate committee on a weekly basis (co led with Video & Media Chair)
- Responsible for proposing, discussing, planning, and implementing events with the committee.
- Attend Executive Board meetings on a weekly basis.
- Responsible for the attendance of committee members and keeping them accountable
- Liaison between the General SAB Body and the President
- Present in any interview or conduct meetings requested by the President

The Video & Media Chair:

- Coordinates with the Graphic & Communications Chair with all poster and Instagram creation
- Produce all video and media marketing
- Be present at all events taking photos and videos for social media
- Create and edit recap videos of events
- Develop methods of video & media marketing for the Board and its events
- Responsible for meeting and leading his/her separate committee on a weekly basis (co led with Graphic & Communications Chair)
- Responsible for proposing, discussing, planning, and implementing events with the committee.
- Attend Executive Board meetings on a weekly basis.
- Responsible for the attendance of committee members and keeping them accountable
- Liaison between the General SAB Body and the President
- Present in any interview or conduct meetings requested by the President

The International Culture Chair:

- Curates cultural-focused events for Student Activities Board
- Research cultural history and relevance in planning events
- Adheres to budget allocated to committee
- Facilitates weekly committee meetings
- Discuss and provide all event ideas/recommendations to President
- Provides google doc of event details to President for approval
- Responsible for meeting and leading his/her separate committee on a weekly basis.
- Responsible for proposing, discussing, planning, and implementing events with the committee.
- Responsible for giving the president all of the information necessary to complete the event application form, and online & in-person shopping, and put the event on the university calendar.
- Attend Executive Board meetings on a weekly basis.
- Responsible for the attendance of committee members and keeping them accountable
- Liaison between the General SAB Body and the President
- Present in any interview or conduct meetings requested by the President
- Responsible for conveying all event information to Marketing Chairs for Graphic Design and Video advertising

The Entertainment Chair:

- Curates innovative events for Student Activities Board
- Adheres to budget allocated to committee
- Facilitates weekly committee meetings
- Discuss and provide all event ideas/recommendations to President
- Provides google doc of event details to President for approval
- Responsible for meeting and leading his/her separate committee on a weekly basis.
- Responsible for proposing, discussing, planning, and implementing events with the

committee.

- Responsible for giving the president all of the information necessary to complete the event application form, and online & in-person shopping, and put the event on the university calendar.
- Attend Executive Board meetings on a weekly basis.
- Responsible for the attendance of committee members and keeping them accountable
- Liaison between the General SAB Body and the President
- Present in any interview or conduct meetings requested by the President
- Responsible for conveying all event information to Marketing Chairs for Graphic Design and Video advertising

Voting:

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

During the 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 be nominated by an Executive member. Current executive members can be nominated for re-election but can only hold the same position for up to two consecutive years. It will be nullified if there is no opposition to the role.

The Positions of President and Vice President cannot be nominated and will be hand-picked by the Director of Student Engagement. CGLs and RAs cannot be considered for presidential positions due to the extensive responsibilities in serving the spiritual, emotional, mental, and physical care, formation, conduct, and safety of the Student Body, but can run for other executive board roles.

After the nomination phase, chosen candidates are then interviewed by the Faculty Adviser, President, and the Vice President. 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, are passionate and dedicated to the values of SAB, and can tangibly display competence to achieve and excel in all requirements of an Executive Board Member.

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.

In order to complete the preliminary screening, you must shadow the executive member's role for 1 week to understand the commitments.

After the Interview committee approves nominated candidates who pass the preliminary screening process, another meeting will be called where all present members vote on the nominees. The nominee with the highest votes will be selected. Current executive members are not allowed to participate in the voting process.

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.

All voting procedures must be completed by no later than April 1!

Committees:

Each committee shall decide on activities and events and seek approval from the President and Director of Student Engagement. 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:

President – Christmas Ball (Assigned by Director of Student Engagement)

Vice President – Regent's Got Talent (Assigned by Director of Student Engagement)

International Education & Culture – Black History Month, Night of Biblical Manhood & Womanhood, Culture on Campus, Heritage Month Events, etc.

Campus Traditions – Harvest Fest, De-stress Fest, Escape Rooms, Spring Formal etc.

Entertainment – Game Nights, Theme Party, Paint Nights, Open Mic Nights, Regent Celebrates Christmas, 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/ Chain of Command:

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

Committee Chairman 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 and any funding from all committees. 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 the budget of their event. To exceed the budget for an event must be approved by the Treasurer and President.

The Secretary has the authority over all committees concerning attendance policy and properties owned by the Student Activities Board. Committee heads are obligated to keep the Secretary informed about any members not meeting the attendance requirements as well as keeping the Secretary informed about all SAB storage closet affairs for events.

The Administration Oversight has the authority over all Committee Heads, Treasurer, and Secretary affairs. The Administration Oversight does not have authority to make changes to the budget, nor can he/she override decisions by the Treasurer, but to strictly advise. The Administration Oversight has the responsibility to advise any Executive member on the implementation of decisions made by the Vice President or President as well as inform the Vice President and/or President of any issues.

The Vice President has the authority over Committee heads, Treasurer, Secretary, Administration Oversight, and any other issues concerning the Student Activities Board. The Vice President does not have authority to make changes to the budget, nor can he/she override decisions by the Treasurer. The Vice President should report major decisions concerning the Student Activities Board to the President and work with the Administration Oversight on implementing any decision made by the President.

The President is the chief executive of the Student Activities Board and is responsible for all matters related to the Student Activities Board. The President can override decisions made by the Vice President, Treasurer, Secretary, Administration Oversight, and Committee Chairmen. The

President should do his/her best to make decisions after weighing committee opinions and gathering consensus. Additionally, the President should attempt to make decisions with respect to the wishes of members in their respective roles.

The Faculty Advisor oversees all operations in the Student Activities Board and will actively advise the President on matters concerning the Student Activities Board and how the Student Activities Board can better meet the needs, desires, interests, and goals of the Office of Student Activities & Leadership.

If a member has an issue with a decision of an Executive Board member, they should bring it to the attention of the President with the said Executive Board member. If a member has an issue with the decision of the President or is not cooperating with the mediation with 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/her actions and the decision he/she made. The opposing member(s) have the right to explain their actions and decision to not cooperate with decision(s) made by an Executive Board Member or the President before a decision is made by the Faculty Advisor to accept or veto the President's decision. The Faculty Advisor must follow all guidelines and procedures of Regent University and will make decisions according to those standards. The Faculty Advisor will try to come to a consensus that is the best for all members in the situation and his/her decision is final. If the Faculty Advisor advises that the conflict be put to a Board vote, all members will be asked to vote on the said issue. 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 Advisor of Student Engagement has the final say in all matters concerning the Student Activities Board.

Conduct & Disputes:

Conduct:

If any member of the Student Activities Board is seen or caught in breaking any conduct rules and obligations that go against any Student Activities Board policies or policies of Regent University, the member will immediately be reported to the Faculty Advisor. The Faculty Advisor will then decide what is the next appropriate course of action. Any of his/her decisions will be final and cannot be appealed or contested. The President is responsible for reporting all matters and acts as a witness of testimony, as well as any other members who are affected by the decisions made by the member reported. Those other members are responsible to write any testimony in written form to the President. Only the President and Faculty Advisor may be present in conduct meetings unless specifically stated otherwise by the President or Faculty Advisor.

Disputes:

Member vs. Member or Member vs. Executive Member

If any member has a dispute with another member, the Committee Head(s) shall report the dispute to the President, and a meeting concerning the disputed members as well as the Committee Head(s) responsible for the members will be held. The President will be obligated to hear all arguments from both disputed members and require witness or testimony from the Committee Head(s). The President will come to the best resolution possible that meets the needs of all disputed members. If the President cannot conclude to the dispute, the President will notify the Faculty Advisor and require all participants to make their case to the Faculty Advisor, unless specified otherwise by the Faculty Advisor. The Faculty Advisor's mediation, and decisions are final and cannot be appealed or contested.

Executive Member vs. Executive Member

If a dispute arises between two or more Executive Members, the President shall mediate the arguments made and come to the best course of action. The President will be obligated to hear all arguments from both disputed Executive Members. Witness and/or testimony may be called upon by other Executive Members by the President to help mediate the situation. The President will come to the best resolution possible that meets the needs of all disputed Executive Members. If the President cannot come to a conclusion to the dispute, the President will notify the Faculty Advisor and require all participants to make their case to the Faculty Advisor, unless specified otherwise by the Faculty Advisor. The Faculty Advisor's mediation, and decisions are final and cannot be appealed or contested.

President vs. Executive Member or President vs. Member

If a member or an Executive Member has a dispute on any decisions made by the President, an anonymous vote by the Executive Board will be taken on whether the contested person's claims are valid or not. This vote will be conducted by the Vice President. The President and the contested member or Executive member may not be present at the vote. The Executive Board must vote in an unbiased manner. Any bias is unacceptable and will be dealt with by the Faculty Advisor. After a consensus is reached by the Executive Board, the case will drop if the Executive Board votes to reject the allegations of the contested person. If the Executive Board feels the allegations are reasonable, the case will be taken to the Faculty Advisor. The President and contested members have the right to present their testimony and case and present any written testimony from other members. The Faculty Advisor will then decide what is the next appropriate course of action. Any of his/her decisions will be final and cannot be appealed or contested.

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. The Voters of Removal will then have to present their case to the President. The President will then meet with the subject who is on grounds of removal and explain the situation and hear their testimony. If the person feels uncomfortable or misheard, he/she may request the presence of the Faculty Advisor. Once both sides are presented, the Faculty Advisor and President will discuss the

course of removal from the Student Activities Board. The President and/or Faculty Advisor have the right to do an out-right removal, or put the removal to a vote. 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 Engagement.

Any executive member on grounds of removal must be removed after a trial conducted by the President, Faculty Advisor, and the Vice President deem it appropriate for the executive member's removal (Same process applies as in the nomination process). Similarly, to the removal of a general member, the President and/or Faculty Advisor have the right to do an out-right removal, or choose to put the removal to a vote. The Advisor of Student Engagement has the final say in all matters concerning the Student Activities Board.

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 the present meeting or received 24 hours afterwards. Any tie or conflict in Constitutional Amendments will be brought up to the Faculty Advisor. The Faculty Advisor will then decide what is the next appropriate course of action. Any of his/her decisions will be final and cannot be appealed or contested.