BYLAWS OF THE STUDENT ACTIVITIES BOARD

Adopted February 11, 2013
# BYLAWS OF THE STUDENT ACTIVITIES BOARD  
(Programming Branch)

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Subsections</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Officers of the Student Activities Board</td>
<td>1. Student Activities Board President</td>
</tr>
<tr>
<td></td>
<td>2. Student Activities Board President Pro Tempore</td>
</tr>
<tr>
<td>II. Meetings of the Student Activities Board</td>
<td>1. Regular Meetings</td>
</tr>
<tr>
<td></td>
<td>2. Special Meetings</td>
</tr>
<tr>
<td>III. Membership Duties and Membership Attendance</td>
<td>1. Roll Call</td>
</tr>
<tr>
<td></td>
<td>2. Absence Excuses</td>
</tr>
<tr>
<td></td>
<td>3. Quorum</td>
</tr>
<tr>
<td></td>
<td>4. Leaves of Absence</td>
</tr>
<tr>
<td>IV. Programming with No Membership</td>
<td>1. Programming</td>
</tr>
<tr>
<td>V. Rules and Privileges</td>
<td>1. The Chair of the Student Activities Board</td>
</tr>
<tr>
<td></td>
<td>2. Privileges</td>
</tr>
<tr>
<td></td>
<td>3. Consideration of Vetoed Programming</td>
</tr>
<tr>
<td>VI. Voting</td>
<td>1. Voting Procedure</td>
</tr>
<tr>
<td>VII. Committees</td>
<td>1. Types of Committees</td>
</tr>
<tr>
<td>VIII. Officer Removal</td>
<td>1. Removal of Officers</td>
</tr>
<tr>
<td>IX. Suspension and Amendment of the Bylaws</td>
<td>1. Suspension of the Rules</td>
</tr>
<tr>
<td></td>
<td>2. Amendments to the Bylaws</td>
</tr>
</tbody>
</table>

---
RULE I
OFFICERS OF THE STUDENT ACTIVITIES BOARD

1. Student Activities Board President:
   a. Selection:
      i. The President of the Student Activities Board shall be the Student Body Vice President of
         Student Programming.
   b. Powers and Duties:
      i. The President of the Student Activities Board shall be the chief executive and administrative
         officer of the Student Activities Board.
      ii. The President of the Student Activities Board shall hold the Chair at meetings of the Student
          Activities Board.
      iii. The President of the Student Activities Board shall maintain the decorum of meetings and
           shall serve as a neutral arbiter of the Student Activities Board.
      iv. The President of the Student Activities Board shall enforce the Bylaws of the Student
          Activities Board.
      v. The President of the Student Activities Board shall have all other powers and duties listed
         in these Bylaws.

2. Student Activities Board President Pro Tempore:
   a. Selection:
      i. The President Pro Tempore for the Student Activities Board will be the hired Student
         Activities Board Programming Assistant, unless otherwise stated by the Student Activities
         Board President.
      ii. If the President Pro Tempore is not the hired Student Activities Board Programming
          Assistant, the President Pro Tempore must be selected by the Student Activities Board
          President from the current voting membership of the Student Activities Board. This President
          Pro Tempore must have concurrence of a simple majority of the total voting student members
          of the Student Activities Board.
      iii. The President Pro Tempore is not considered a voting member of the Student Activities
           Board, and can only vote in the case of one vote determining the outcome.
      iv. If the Student Activities Board President were to no longer be the Student Activities Board
          President, the President Pro Tempore would take their place with a majority vote of the
          current voting members of the Student Activities Board.
   b. Powers and Duties:
      i. The President Pro Tempore of the Student Activities Board shall serve as the Chair of the
         Student Activities Board whenever the Student Activities Board President is absent from the
         chair.
      ii. The President Pro Tempore of Student Activities Board shall assist the President of the
          Student Activities Board in fulfilling the duties of said office.
      iii. The President Pro Tempore of the Student Activities Board shall serve as President of the
          Student Activities Board whenever that office becomes vacant upon the approval of the
          Student Activities Board with a 2/3 vote.
RULE II
MEETINGS OF THE STUDENT ACTIVITIES BOARD

1. Regular Meetings:
   a. Regular meetings and all official business of the Student Activities Board shall be conducted on campus at as consistent a time and location as is possible and open to the public unless otherwise noted.
   b. The President of the Student Activities Board shall prepare the agenda for regular meetings, and be responsible for providing any other relevant information.
   c. Members of the Student Activities Board and the Executive Branch may submit items for the agenda if done so by noon on the previous business day.
   d. The President of the Student Activities Board shall provide all members of the Student Activities Board with a tentative schedule of regular meetings. Changes in this schedule are to be provided to members within 48 hours of the regularly scheduled meeting.

2. Special Meetings:
   a. The President of the Student Activities Board may call special meetings of the Student Activities Board.
   b. Student Activities Board members shall be notified at least 48 hours in advance of these meetings.

RULE III
MEMBERSHIP DUTIES AND MEMBERSHIP ATTENDANCE

1. Attendance
   a. Written attendance will be taken by the President of The Student Activities Board at the beginning of each meeting.

2. Absence Excuses:
   a. If a member is going to miss a meeting, and provides this information to the Student Activity Board President within 24 hours of the regularly scheduled meeting, this absence will be considered as an excused absence. Members are allowed 3 excused absences per semester.
   b. Any personal emergencies that result in an absence will be reviewed by the President of the Student Activities Board and then decided upon by the President of the Student Activities Board if it can be counted towards that member’s excused absences.
   c. After two unexcused absences, the Student Activities Board may vote to dismiss the absentee member with majority vote.

3. Quorum:
   a. A quorum to conduct business shall be a majority of the total membership of the Student Activities Board.
4. Leaves of Absence:
a. All members must notify the Presiding Officer of the Student Activities Board of their intention to take a leave of absence two days prior to taking said leave, and provide an estimated date of return. The Presiding Officer shall notify all members at the next assembly.
b. All members on leave of absence are not permitted to vote and shall not be counted towards quorum for committee meetings or Student Activities Board assemblies.
c. To cancel a leave of absence, the member must provide notification of their return to the Presiding Officer of the Student Activities Board. Upon receiving notification, the member shall be granted active status immediately.

RULE IV
Programming with no Membership

1. Programming:
a. The President of the Student Activities Board may still program events when there are no current voting members.
b. Bills are still to be made and signed by both the Vice President of Student Programming (The President of the Student Activities Board) and the Student Body President.
   i. If not signed by both the Vice President of Student Programming and the Student Body President, the bill fails, and the programming stated in the bill can no occur.
   ii. Bills can be resubmitted if either signing party feels that the bill should still occur.

RULE V
RULES AND PRIVILEGES

1. The Chair of the Student Activities Board:
a. The President of the Student Activities Board shall hold the Chair of the Student Activities Board, or in the Student Activities Board President’s absence, the Student Activities Board President Pro Tempore.

2. Privileges:
a. Members who are rightfully able to vote shall be able to speak during meetings.
b. Speaking privileges may be granted to those without them by the President of Student Activities Board.

3. Consideration of Vetoed Programming:
a. Whenever the Student Body President has vetoed any legislation and returned it to the Student Activities Board, that legislation shall be added to the agenda under Vetoed Legislation and shall be debated pursuant to this section.
b. The Student Body President shall have five minutes to explain the reasoning behind the veto to the Student Activities Board; alternately, the Chair shall read a statement from the Student Body President not to exceed five minutes.
c. Following the statement of a veto from the Student Body President the Student Activities Board will take a majority vote to open debate on the vetoed bill.
i. The bill may be amended at any time during the debate.
ii. Following the above debate procedure, the amendment shall be put to a vote.
d. At the end of debate, the Student Activities Board will vote on overriding the veto of the bill. A simple majority is all that’s required to override a veto of a bill.

RULE VI
VOTING

1. Voting Procedure:
   a. Voting procedure shall be at the discretion of the Chair of the Student Activities Board.
   b. The Chair shall declare the outcome of all votes.
   c. No one may cast a vote for another member.
   d. Members shall abstain from a vote in cases wherein voting would present a conflict of interest.
      i. A conflict of interest exists whenever a member stands to gain an individual benefit from the matter being considered.
      ii. Acceptable votes shall be votes in the affirmative, in the negative, or abstain.

RULE VII
COMMITTEES

1. Types of Committees:
   a. The Student Activities Board President may establish ad-hoc committees for specific events. These will often be for events such as Welcome Back Week, Homecoming, Second Semester Kick-Off, and Spring Fling.
      i. The Student Activities Board President shall appoint the members and the Chair of ad-hoc committees with the concurrence of a simple majority of the Student Activities Board.
      ii. The Student Activities Board will, by a majority vote, discharge any ad-hoc committee of the Student Activities Board once the committee has completed their duties and the event they were assigned to is completed.

RULE VIII
OFFICER REMOVAL

1. Removal of Pro Tempore:
   a. Members may request the removal of the Pro Tempore.
      i. Requests are to be submitted via e-mail to the Vice President of Programming.
      ii. This request will be moved to the top of the agenda for the next meeting.
   b. A 2/3 vote of the membership of the Student Activities Board is required to remove the President Pro Tempore.
c. This does NOT remove the Student Activities Board Assistant from their position as assistant, it simply removes them from their position as the Pro Tempore if they have been appointed the Pro Tempore by the President of the Student Activities Board.

RULE IX
SUSPENSION AND AMENDMENT OF THE BYLAWS

1. Suspension of the Rules:
   a. The provisions within these Bylaws may be suspended at any time by a 2/3 vote.
   b. The following rules may not be suspended by any means
      i. Rule I: Officers of the Student Activities Board
      ii. Rule IV: Programming with No Membership
   c. Rules shall be suspended to only allow a particular course of action that will benefit the Student Activities Board and the Student Body. This course of action is to be stated in the motion.

2. Amendments to the Bylaws:
   a. Amendments to these Bylaws shall require a 2/3 vote in the Student Activities Board for adoption.
   b. Amendments shall take effect immediately.
   c. Technical Amendments to the Bylaws shall be submitted to the Student Activities Board as a resolution, and shall require a simple majority vote in the Student Activities Board for adoption.
      i. A Technical Amendment shall be an amendment which shall correct any grammatical or spelling errors in this document.