

Student Activities Board

Policies & Procedures Manual

ROLES, RESPONSIBILITIES, POLICIES, PROCEDURES, & STRUCTURE

The rules contained in this Manual shall be the responsibility of the Executive Board of the SAB and committees in all cases to which they are applicable and in which they are not inconsistent with the rules and regulations of the University of Arkansas at Monticello. The SAB works in conjunction with Student Government Association under the direction of the SGA Vice President.

PURPOSE

The purpose of the SAB is to contribute to the social, recreational, cultural, and educational development of the students and faculty through programs and services conducted by the members of SAB. The SAB shall coordinate the work of the program members, study the technique of the effective group work plan, and execute the overall social, educational, cultural, and recreational programs of the SAB.

TERMS OF MEMBERS OF SAB AND METHOD OF SELECTION

1. The terms of office for the Executive Board of SAB shall be for one academic year. The same time frame as the Executive Board of the Student Government Association.
2. The chairperson of the SAB shall be the Vice President of the Student Government Association, as described in the SGA Constitution.
3. The Secretary of SAB shall be nominated by incoming members and shall be elected by a majority vote of all incoming members present and voting to serve according to the terms of office in Section 1.
4. Two senate representatives shall serve for a term of one academic year as representatives at large. These representatives shall be appointed by the President of the SGA, and these representatives shall be voting members of the SAB.
5. All applications for SAB positions (marketing chair person and voting members) must meet all eligibility requirements and be nominated by the second meeting of the fall semester. SAB positions shall be elected by majority vote by all incoming members present and voting to serve according to the terms of office in Section 1.

EXECUTIVE BOARD MEMBERS

1. The SAB Executive Board shall be constituted as follows:
 - a. The Chairperson/SGA Vice President
 - b. The Secretary
 - c. Marketing Chairperson

- d. The 2 Representatives at large from the SGA Student Senate
- e. 3 voting members nominated by the SAB board. The 3 voting members are the chairpersons of select SAB committees.

ELIGIBILITY

Chairperson: To be eligible for Chairperson of the SAB, any student must meet the requirements set forth in the SGA Constitution for the SGA Vice President. You must be elected to the SGA Vice President position by the student body. Please refer to the SGA Constitution for more information.

Executive Board: Students must be full-time, enrolled in twelve or more semester hours, and in good standing with the University with a 2.0 or higher GPA and not on disciplinary probation. He/she must also have served as a senator and/or a voting member of SAB for at least one semester.

Voting Members: To be eligible to apply for a SAB voting member position, a student must be a full-time student enrolled for 12 or more semester hours and in good standing with the University with a 2.0 or higher GPA and not on disciplinary probation. No previous experience in SGA/SAB is required.

VACANCIES AND DISMISSALS

All executive board members shall be replaced each year in the same manner they were originally elected according the election guidelines listed above.

A member of the SAB who has been relieved of his/her duties cannot be reinstated to the SAB for a period of one year from the date of his/her dismissal.

A member of the SAB Executive Board may be dismissed by the following procedures:

1. Upon completion of an activity by an executive board member, an unsatisfactory performance is noted by the SAB chairperson, he/she shall have the authority to call a meeting between the two parties before the next activity of the executive board member in question.
2. If, after another activity, unsatisfactory performance is again noted, then a meeting may be called between the executive board member, the SAB Chairperson, and the Director of Student Activities prior to the next activity of the board member in question.
3. If, once again after the activity following the procedure in section two, unsatisfactory performance is still noted, then the Director of the Student Activities has the right by written notice to formally dismiss the executive board member in question.
4. In the case of the SAB Chairperson, the dismissal will be through the executive board of the SAB. If the Chairperson is dismissed, the SAB Secretary shall assume the position of SAB Chairperson. Removal of the SAB Chairperson has no bearing on his/her SGA Vice President position.

5. Replacements for the SAB Executive Board, whether through vacancy or removal, are held through nominations and re-elections. All nominated replacements must meet all of the eligibility requirements before being elected.

An activity as described in sections 1-3 is defined as any regularly scheduled event, meeting, duty, or obligation set forth to the executive board member by this manual.

Unsatisfactory performance is defined as the incompleteness of an obligation to an activity by an executive board member. (Such as missing a meeting, or incomplete development and planning.)

DUTIES OF THE SAB EXECUTIVE BOARD MEMBERS

A. Chairperson of the SAB

1. Shall be responsible for all the overall organization of SAB.
2. Preside at all regularly scheduled and called meetings.
3. Act as the official representative of SAB.
4. Be charged with formulating new programs directed at increasing leadership skills of SAB and its committee members.
5. Meet weekly with the Director of Student Activities for consultation.
6. Be responsible for identifying new program areas and a system for the evaluation of these programs.
7. Work with other University organizations in coordination and cooperation in jointly sponsored programs.
8. Plan and prepare an agenda before SAB meetings.
9. Be responsible, in conjunction with other executive board members, for constant evaluation of all SAB programs.
10. Serve as a voting member of the SAB executive board.
11. Leadership Role of the Chairperson of SAB

As a chairperson of the SAB, he/she shall provide effective leadership for the board. The major tasks are:

- a. anticipate future concerns of the SAB and make plans to alleviate these concerns.
- b. inform all members of scheduled meetings and programs requiring full board participation.
- c. insure that all members know the general policies of UAM and SAB policies.
- d. remain easily accessible to all members who may need to consult with you.

B. Secretary of SAB

1. Be responsible for circulation of agenda before SAB executive board meetings.
2. Take the minutes of all SAB executive board meetings and distribute minutes to SAB board members and the Director of Student Activities.
3. Shall serve as a voting member of SAB executive board.
4. Be in charge of mail pick-up and correspondence of SAB.
5. Conduct meetings in absence of Chairperson.

C. Marketing Chairperson

1. Serve as a voting member of the executive committee
2. Be responsible for developing and distributing fliers to advertise events.
3. Responsible for all e-mail advertisements at least 10 days prior to an event.
4. Work with chairpersons of each committee to help publicize upcoming events.
5. Responsible for overseeing other advertising mechanisms such as sidewalk chalk, banners, posters, table tents, and black board blitz.
6. Work with the Director of Student Activities to contact agencies to obtain publicity materials.

D. Voting Members

1. Applications for membership shall be open for a designated period early in the Fall and Spring Semester of each year. However, new members may be accepted at any time during the semester. Each prospective member must complete an Application for membership before they can be accepted.
2. Each new member must attend a minimum of two consecutive meetings before he is eligible to vote during committee meetings. He/she becomes a member with all rights and privileges as a member at the third consecutive meeting.
3. Must attend all meetings and events unless excused by the SAB Chairperson or Committee Chairperson. Loss of voting privileges will occur after 3 unexcused meetings/events.

COMMITTEE HOSPITALITY GUIDELINES

1. Act as host on behalf of SAB.
2. Shall be responsible overseeing all food, drinks, refreshments, etc. for artist.
3. Shall supply runners for groups and entertainers at all performances.

COMMITTEE STAGE GUIDELINES

1. To assist the Fine Arts Center staff with stage construction to required specifications, if needed.
2. To assist with making sure electrical outlets are sufficient for all programs, if needed.
3. Work with road managers concerning loading and unloading of equipment for artist/event.
4. Work with Director of Student Activities to make sure required additional equipment for artist is obtained, if necessary.
5. Shall arrange for reserved parking for group vehicles and equipment truck the day of the performance.

REGULAR SAB MEETINGS AND ABSENTEEISM

The SAB shall hold a regular meeting once a week during the academic year. The Chairperson of the SAB may call special meetings if he/she deems one necessary. All members shall be duly notified of the time and place of the meeting.

If, during a semester, an executive board member misses three or more regular meetings, he/she may be dismissed unless a valid excuse is received by the secretary prior to the meeting he/she will miss.

In the case of an emergency, which no excuse can be turned in, an excuse will be considered at the next meeting. Executive committee members will vote by secret ballot if a member misses five regular meetings whether excused or not as to whether the member will be dismissed.

ASSUMPTION OF OFFICE

Each committee chairperson shall assume the responsibility of his/her office immediately upon being elected. Any unfinished business and all records with regards to the SAB Executive Board and/or each committee chairperson should be turned over to next incoming president upon election to office and start of term.

COMMITTEE PROCEDURES

This is a general list of procedures/guidelines for committees in the Student Activities Board. Use this list for concerts, student programming, films, lectures, and other campus activities.

1. Determine the student body interest in the arts, concerts, etc. Determine what most students would like to see on campus. (campus surveys, committee members' personal contacts, etc.)
2. Along with the Director of Student Activities and the SAB Chairperson, contact the agencies for a list of available artists, availability, dates, and price of acts.
3. Keep the Director of Student Activities, and SAB executive board informed of all matters.

4. Present all information gathered to the designated committee to determine the acts desired for the current semester.
5. Determine the acts to be booked for the semester by majority vote of the designated committee.
6. All events/acts should be planned within designated committees and their progress discussed at each SAB meeting. After an event has been approved by designated committee, a presentation should be scheduled for the SAB and the SAB executive board. If the executive board approves the event, the SGA Student Senate is informed. Events do not need the approval of the Student Senate.
7. Make sure expenditures will be within the budget allowing for: A) light and sound, B) campus security, C) printing of tickets, D) publicity, E) hospitality, etc.
8. DO NOT COMMIT to any company or acts. Only the Director of Student Activities may make an offer or sign a contract. SAB does not sign/make contracts (verbal or written)
9. After UAM receives the contracts and riders, study all details thoroughly with the Director of Student Activities and the SAB executive board. Review contract to make sure all conditions of the contract and rider can be met.
10. Fill out necessary forms for reserving the UAM facilities so that the program can be placed on the master calendar.
11. After the contract is signed, contact the Director of Student Activities to request all publicity available by the agency.
12. Plan publicity for upcoming act (campus and community, if applicable)
13. Make arrangements to have posters printed and publicity releases (at least two weeks prior to engagement).
14. Make assignments and delegate responsibility among the committee members. Example: ticket door, ushers, door supervisors, and backstage hands.
15. Make sure you have all requisitions and work orders submitted two weeks prior to entertainment.
16. Coordinate with the appropriate people to make sure everything is ready for upcoming event. A) Fine Arts Center for availability of building, ticket window, and dressing rooms, B) Technical assistance C) Set-up, and D) Campus security, etc.