

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.

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 over-all social, educational, cultural, and recreational programs of the SAB.

TERMS OF MEMBERS OF SAB AND METHOD OF SELECTION

- A. Terms of office for the Executive Board of SAB shall be for one year (April to April).
- B. The chairperson of the SAB shall be elected by the outgoing Executive Committee of the SAB at a meeting in April of each year upon the nomination of one or more candidates for each position by a nominating committee consisting of the Director of Student Activities, Program Coordinator, the outgoing Chairperson of SAB.
- C. The Secretary of SAB shall be elected by the outgoing executive board at a meeting in April of each year upon the nomination of one or more candidates for each position by a nominating committee consisting of the Director of Student Activities, the outgoing Chairperson of SAB, Program Coordinator, and SGA President.
- D. Two senate representatives shall serve for a term of one 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.
- E. The senate representatives shall serve for a term of one year as representatives at large. These representatives shall be appointed by the President of the SGA and these representatives shall be voting members of SAB.
- F. All applications for SAB positions (market chair person and voting members) must be received by the nominating committee to determine eligibility.

EXECUTIVE BOARD MEMBERS

- A. The SAB Executive Board shall be constituted as follows:
 1. The Chairperson
 2. The Secretary
 3. The 2 Representatives at large from the Senate
 4. Marketing Chairperson
 5. 3 voting members nominated by the SAB board

ELIGIBILITY

Chairperson: To be eligible to apply for Chairperson for the SAB, any student must be a full-time student enrolled for 12 or more semester hours and in good standing with the university (2.5 or higher GPA, who has obtained 24 college hours, and not on disciplinary probation). He/She must also have served as an Executive Board Member and/or Committee member for one year.

Executive Board: Students must be a 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 or she must also have served as a voting member for one semester.

Voting Members: To be eligible to apply for SAB membership, a student must be a full time student enrolled for 12 or more semester hours and in good standing with the University, or a part time student with activities card.

VACANCIES AND DISMISSALS

All executive board members shall be replaced in the same manner they were originally elected, by the current executive board.

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 committee of the SAB.
5. An activity as described in sections 1-4 is defined as any regularly scheduled event, meeting, duty, or obligation set forth to the executive board member by this manual.
6. 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 and Program Director for consultation.
6. Be responsible for identifying new program areas and for system of evaluation of 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 SGA Executive Committee.
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 the concerns.
- b. inform all members of scheduled meetings and programs requiring full board participation.
- c. insure that all members know the general policies of ATU 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 board members, Director of Student Activities, and Program Coordinator.
3. Shall serve as a voting member of SAB executive board.
4. Be in charge of mail pick-up and correspondence of SAB. Participate as Co-op buyer at conferences.
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. Responsible for overseeing other advertizing mechanisms such as sidewalk chalk, banners, posters, table tents, and black board blitz.
5. 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 Chairperson or Program Coordinator. Loss of voting privileges will occur after 3 unexcused meetings/events.

E. HOSPITALITY GUIDELINES

1. Act as host in behalf of SAB.

2. Shall be responsible for all food, drinks, refreshments, etc. for artist.

3. Shall supply runners for groups and entertainers at all performances.

F. STAGE GUIDELINES

1. Shall be required to supervise stage construction to required specifications.

2. Shall be responsible for making sure electrical outlets are sufficient for all programs.

3. Work with road managers concerning loading and unloading of equipment for artist.

4. Shall be responsible for needed additional equipment for artist.

5. Shall arrange for reserved parking for group vehicles and equipment truck the day of the performance.

REGULAR MEETINGS AND ABSENTEEISM

The SAB shall hold a regular meeting once a week during the academic year (September - May). 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 shall 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. The outgoing chairperson shall be present at a meeting immediately following the election to turn over all records, and other items of importance, and to discuss unfinished business the outgoing committees initiated.

PROCEDURES

For concerts, Fine Arts, Student Center Programming, Film, Lecture and contemporary

1. Determine the student body interest in the arts, concerts, etc. they would like to see on campus (campus surveys, committee members' personal contacts, etc.)
2. Along with the Director of Student Activities and Program Director, contact the agencies for availability, dates, and price of acts.
3. Keep the Director of Student Activities, Program Director, and Chairperson of SAB informed of all matters.
4. Present all information to the committee to determine the acts desired for the current semester.
5. 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.
6. Determine the acts to be booked for the semester by majority vote of the committee.
7. Contact the agency to make an offer and have them send the contracts.
8. After receiving the contracts and riders, study all details thoroughly with the Director of Student Activities and/or Program Director
9. Make sure all conditions of the contract and rider can be met.
10. Fill out necessary forms for reserving the Tech facilities so that the program can be placed on the master calendar.
11. Upon signing of the contract, request all publicity available by the agency. Plan publicity toward act arriving on campus.
12. Make arrangements to have posters printed, publicity releases at least two weeks prior to engagement, make assignments, and delegate responsibility among the committee members. Example: ticket door, ushers, door supervisors, and backstage hands.
13. Check on purchase requisitions for checks for the entertainers and equipment.
14. file requisitions and work orders submitted two weeks prior to entertainment.
15. Coordinate with certain people for certain things: a. fine arts manager for availability of building, ticket window, and dressing rooms, b. technical assistance, c. set-up, d. campus security, etc.