

CONSTITUTION OF THE COLUMBUS STATE UNIVERSITY STUDENT ACTIVITIES COUNCIL

Revised April 2020

Article I: Name of the Organization

- Section I. The name of this organization shall be the CSU Student Activities Council. (The acronym "SAC" will be used throughout this document for brevity.)

Article II: Purpose/Mission

The mission of the Columbus State University Student Activities Council is to coordinate the activities of the SAC Divisions in planning and executing the programs and activities of the University whereby encompassing the students, faculty, staff, administration, alumni, and community.

Article III: Executive Member Requirements

- Section I. All involved students seeking to become SAC Executive Members must be a registered full-time student, have a 2.5 GPA or higher, in good academic standing, and with no disciplinary record.
- Section II. It is highly recommended for an individual seeking the Director or Assistant Director position to have had at least two semesters of prior programming experience as an executive member.

Article IV: Executive Meeting Rules

- Section I. Executive members are required to attend all scheduled executive meetings. Members will be given two excused absences. Prior notice shall be given by the approved methods and the Director and Advisor must be notified of the absence.
- Section II. All executive meetings will be held at a regular designated time on the Columbus State University campus, unless notified otherwise. Meetings must be held by the Director of the Student Activities Council. If the Director is absent, the Assistant Director shall temporarily fill in for the position. If both are absent, the Advisor and/or Graduate Assistant shall conduct the meeting.
- Section III. Any voting shall be done by a show of hands, unless members request a ballot vote.

Article V: SAC Policies

- Section I. **Non-Discrimination Decree**
SAC does not discriminate on the basis of age, race, color, sex, religion, national origin, marital status, physical age, or sexual orientation.
- Section II. **Non-Hazing Decree**
The Columbus State University Student Activities Council will, by no circumstances, engage in the act of hazing or participate in acts that will result in physical harm or personal degradation or disgrace.
- Section III. **Compliance Decree**
The Columbus State University Student Activities Council shall adhere to the entirety of university policies and regulations as well as local, state, and federal laws. In addition, SAC must not engage in questionable behavior or actions that are contrary to the welfare of the University, the State of Georgia,

or the United States of America.

Section IV. SGA Representation

The SAC may have a representative serve on SGA, however will not be eligible to request funding.

Section V. Attendance

1. Members are given two excused absences throughout each semester, which include executive meetings. Prior notice shall be given by the approved methods and the Graduate Assistant and Advisor must be notified of the absence.
2. Members are offered two excused absences. The third absence will be an unexcused absence and must be reported to the advisor for any necessary disciplinary action. The disciplinary action may result in a written warning or immediate termination.
3. Absences are determined excused or unexcused by the Director and Advisor. All absences must be notified to the Advisor for final determination.

Article VI: Member Selection

Section I. Executive members shall be selected during the spring semester and shall maintain their position throughout the next school year.

Section II. Director, Assistant Director, and all Executive Board Member positions shall be given by the distribution of satisfactory applications and references, and by the agreement of approval by the Graduate Assistant and Director.

Article VII: Application Process

Section I. All applicants desiring to fulfill the offered executive positions must be required to submit an application to the Advisor by the designated deadline.

Section II. A notice of open positions shall be given two weeks prior to the application distribution.

Section III. All Executive Board positions shall be selected through an application and interview process determined by the Advisor. To be eligible for either position, it is highly recommended a candidate serve as an Executive Board member for one academic semester.

Section IV. All appointments to SAC are for a term of one academic year. If a member of the SAC wishes to serve for additional terms, he or she may follow the established procedure for application.

Section V. Term limits shall be enforced for members of the SAC. No member of the SAC may occupy the same position on the Council for more than two consecutive academic years. SAC members may, however, occupy different positions on the SAC for as many terms as they wish.

Article VIII: Director Duties

Section I: The Director shall be the chief student officer and a voting member of the SAC and as such shall provide the necessary leadership for achieving the purpose of the SAC.

- Section II: Shall preside at the meetings of the SAC.
- Section III: Shall act as the official student spokesperson and representative of the SAC in all cases, including public events and shall be concerned with the public image of the SAC.
- Section IV: Shall attend all SAC events he or she is able to.
- Section V: Shall coordinate both short-term and long-term goals for the year.
- Section VI: Shall develop relationships with other recognized CSU student organizations including exploring co-sponsorship possibilities.
- Section VII: In the event that multiple Executive Board positions are vacant, the Director will assist the Assistant Director as chairperson of a committee.
- Section VIII: The Director shall not be an executive member of SGA, IFC, NPC, NPHC, or any campus position creating a conflict of priority during his or her term of office on SAC.
- Section IX: Shall be responsible, along with the Assistant Director and Advisor, for the selection of the incoming Executive Board.
- Section X: Shall be responsible for the research and evaluation efforts of the SAC. This includes various methods such as surveys and focus groups.
- Section XI: Shall assist in coordinating recruitment efforts and maintaining the general committee membership of the SAC.
- Section XII: Shall coordinate with the advisor and graduate assistant before weekly executive board meetings to prepare agendas.
- Section XIII: Shall maintain at least ten office hours per week.
- Section XIV: Shall take weekly minutes at executive board meetings and send them via email
- Section XV: Shall plan the End of Year Banquet with assistance from the Assistant Director

Article IX: Assistant Director Duties

- Section I: The Assistant Director shall be chief assistant to the Director and a voting member of the SAC and as such shall provide the necessary leadership for achieving the purpose of the SAC.
- Section II: Shall preside at the meetings of the SAC in the absence of the Director.
- Section III: Shall be in charge of coordinating recruitment efforts and maintaining the general committee membership of the SAC.
- Section IV: Shall attend all SAC events he or she is able to.

- Section V: Shall initiate and be responsible for facilitating committee group recognition including but not limited to awards, banquets, retreats, and involvement with institutional recognition.
- Section VI: The Assistant Director shall not be an executive member of SGA, IFC, NPC, NPHC, or any campus position creating a conflict of priority during his or her term of office on SAC.
- Section VII: In the case that an Executive Board chair is vacated, shall serve as interim chairperson until a replacement is appointed.
- Section VIII: Shall be responsible, along with the Director and Advisor, for the selection of the incoming Executive Board.
- Section IX: Shall maintain at least ten office hours per week.
- Section X: Shall prepare emails to the student body about upcoming SAC events

Article X: Design and Marketing Chair Duties

- Section I: Shall act as Web Coordinator, ensuring that all events, items and pictures pertaining to SAC are updated and accurate on Collegiate Link online system and Cougar Connection emails. In addition shall manage, update and maintain the Collegiate Link online system.
- Section II: Shall prepare event publicity and promotional material (i.e., fliers) for each event as needed and as requested by other committees at least two weeks prior to the event.
- Section III: Shall be responsible for brainstorming and implementing new ideas for publicity.
- Section IV: Shall maintain at least ten office hours per week.
- Section V: Shall attend all SAC events he or she is able to.
- Section VI: Shall coordinate with Social Media Chair to take promotional pictures at events for upload and interact with social media pages during events.

Article XI: Social Media Chair

- Section I: Shall act as Social Media Coordinator, ensuring that all events, items and pictures pertaining to SAC are updated and accurate on all social media platforms.
- Section II: Shall prepare digital event publicity and promotional material (i.e., fliers) for each event as needed and as requested by other committees **at least two weeks prior** to the event.
- Section III: Shall prepare creative text and slogans about upcoming SAC events.
- Section IV: Shall be responsible for brainstorming and implementing new ideas for publicity.
- Section V: Shall maintain at least three office hours per week.

- Section VI: Shall coordinate with the Design and Marketing Chair on all publicity efforts.
- Section VII: Shall coordinate with Design and Marketing Chair to take promotional pictures at events for upload and interact with social media pages during events.

Article XII: Special Events Co-Chairs

- Section I: Shall oversee, plan all details of, and carry out events pertaining to the SAC's contributions to such campus-wide events as Homecoming, welcome events and end of the semester events.
- Section II: Shall maintain at least three office hours per week.

Article XIII: Cinema Chair

- Section I: Shall oversee, plan all details of, and carry out events pertaining to the showing of movies on the CSU campus and related activities and applicable lectures.
- Section II: Shall maintain at least three office hours per week.

Article XIV: Speakers and Comedians Chair

- Section I: Shall oversee, plan all details of, and carry out events, discussions, workshops, forums and large scale lectures/speakers or comedians with the purpose of enhancing the understanding of current events within the student body.
- Section II: Shall maintain at least three office hours per week.

Article XV: Executive Board Duties

- Section I: Executive Board Members shall be responsible for fulfilling the programming standards for their respective role.
- Section II: Shall maintain the specified office hours per week, all of which must be served within the SAC office workspace. This does not include weekly Executive Board meetings, meetings with the Graduate Assistant, or events that they are overseeing in any given week.
- Section III: Shall meet with the Graduate Assistant on a regular basis for meetings, which will be held once a week at a specified time.
- Section IV: Shall recruit, train and maintain committee members to properly represent the Student Activities Council and promote events using promotional material provided by Design and Marketing and Social Media chair.
- Section V: Shall evaluate completed programs and projects with committee members and other Executive Board members within 48 hours of the event.
- Section VI: Shall attend workshops, leadership training and professional conferences, as applicable and as their schedules allow.

- Section VII: Shall plan and present a variety of programs designed to reach as many of the students of Columbus State University as possible.
- Section VIII: Shall work with any incoming chairperson and have incoming chairperson shadow and trained for the following year's events.
- Section IX: Shall be responsible for booking professional acts, under the supervision of the Advisor, who shall be responsible for negotiating contracts.
- Section X: Shall perform other duties as assigned by the Graduate Assistant and Advisor.
- Section XI: Shall be present at *all* events sponsored by their specific chair.
- Section XIV: Shall be responsible for making sure that all promotional material for events are adequately available for the committee to promote or post around campus.

Article XVI: Committee Member Duties

- Section I: Shall attend their committee meetings as set by the Assistant Director and assist the responsible chairperson during events as needed.
- Section II: Committee members are to honor and complete tasks designated by the respective chair over the event.

Article XVII: Graduate Advisor

- Section I: The Student Development Specialist shall serve as the Graduate Advisor to the SAC.
- Section II: Shall coordinate with the Executive Board Members to oversee, plan all details of, and carry out events, discussions, workshops, forums and large scale lectures/speakers or comedians with the purpose of enhancing the understanding of current events within the student body.
- Section III: The Advisor shall attend all SAC Executive Board meetings, supervise daytime/nighttime events and attend Committee Member meetings.
- Section IV: The Graduate Assistant shall be responsible for setting the term's budget, dealing and negotiating with performers and agents contractually, maintaining the event database, assessment, training of executive board members and generally advising members of the Council under the supervision of the Advisor.
- Section V: Shall be responsible for providing the necessary resources (Astra Schedule, eQuest, CSUinvolve, P Drive, Google Drive, Vendor list, etc.) for the Executive Board so they may effectively carry out their roles and responsibilities.

Article XVIII: Advising

- Section I: The Director of Student Life and Development shall serve as the Advisor to the SAC.
- Section II: The Advisor shall attend all SAC Executive Board meetings, but will have no voting privilege.
- Section III: Prior to admission to the SAC, the Advisor shall check the GPA of all the potential and standing Executive

Board members to determine eligibility for the coming term.

Section IV: The Advisor shall be responsible for allocating funds to the SAC, dealing and negotiating with performers and agents contractually, approving all SAC spending and generally advising members of the Council.

Article XIX: Constitutional Ratification

Section I: Copies of the Constitution shall be available upon request.

Section II: Ratification or added amendments shall be made by a 3/4 majority vote cast by Executive Board members with the approval of the Advisor provided the amendments have been submitted in writing.

Section III: A general assembly vote for ratification or changes to the Constitution is at the discretion of the Executive Board, as they deem necessary.

Section IV: This Constitution may be amended by a majority vote of the Executive Board providing the amendments have been submitted in writing.

SAC BY-LAWS

Article I: Rules of Order

- Section I: SAC shall use *Robert's Relaxed Rules of Order* as a guideline for rules of order, but shall not be bound by them.
- Section II: SAC policies are guidelines set for the Council and should not be manipulated for self-gain.

Article III: Vacation of & Removal from Office

Section I: Vacated Positions

1. In the event that an executive board member is unable to fulfill his or her responsibilities, the SAC Executive Board shall appoint a replacement in consultation with the Advisor.
2. The selection of a replacement for SAC Director or Assistant Director shall follow the procedures outlined in **Article VII of the Constitution**.
3. In the event that any committee chair position of the Executive Board becomes vacant, the SAC Director shall call for a replacement in consultation with the Advisor.
4. If an executive board member is unable to fulfill his or her obligation and wishes to resign from office, he or she must send a written letter of resignation to the Director, Assistant Director and Advisor at least one week prior to the next event or meeting.

Section II: Removal

1. Grounds for the removal of an Executive Board member may be for incompetence or excessive absences from Executive Board meetings.
 - a. Incompetence is defined as not meeting duties of that position, or of having attitudes detrimental to the committee, SAC, or CSU.
 - b. Excessive absences are defined as having two or more unexcused absences as defined in **Article V, Section V of the Constitution**.
2. The decision to remove an Executive Board member from office will be under the discretion of the Advisor with consideration of the Graduate Advisor and Executive Board.

Article IV: Co-sponsorships

- Section I: All co-sponsored events between the SAC and other campus entities shall be handled formally. Agreements should take place between a SAC executive officer and/or Advisor and an executive officer and/or advisor of the co-sponsoring organization.
- Section II: A contract of written agreement should be established to distinguish the responsibilities of each organization. The contract or written agreement must be submitted with the proposal during a SAC meeting.
- Section III: A representative from the co-sponsoring organization may be present when presenting the proposal.

Section IV: The proponent of the co-sponsorship shall communicate *all* obligations of the SAC, as well as the responsibilities of the co-sponsor to the Executive Board during the proposal.

Section V: To be accepted, a proposal for co-sponsorship must be endorsed by a majority vote of quorum at an Executive Board meeting.

Article VII: By-laws Ratification

Section I: Copies of the By-laws shall be available upon request.

Section II: Ratification or added amendments shall be made by a 2/3 majority vote cast by Executive Board members, provided the amendments have been submitted in writing at a previous Executive Board meeting.

Section III: A general assembly vote for ratification or changes to the By-Laws is at the discretion of the Executive Board, as they deem necessary.