STUDENT GOVERNMENT

BY-LAWS

SECTION 409.04  NO. 02

Last Amended March 24, 2014

SUBJECT:  Student Activities Council

BY-LAW BODY

I.  Name
    A.  The name of the organization shall be the Student Activities Council at Southeast Missouri State University, herein referred to as SAC.

II. Mission
    A.  To provide educational, social, cultural, diverse, and entertaining programs, which encourage co-curricular student involvement outside of the classroom.
    B.  To foster the development of open mindedness, leadership, social and professional skills, creating a positive atmosphere for personal growth of Southeast students and members.

III. Membership
    A.  Membership shall be open to all Southeast Missouri State University students.
    B.  SAC shall not discriminate on the basis of race, color, national origin, sex, age, handicap, or sexual orientation.

IV. Executive Board
    A.  The Executive Board shall consist of and be as follows:
        1.  President
        2.  Vice President of Programming
        3.  Vice President of Marketing
        4.  Vice President of Membership

V. Executive Program Council
    A.  The Executive Board shall serve on the Executive Program Council as defined per the SAC Bylaws.
B. The Executive Program Council shall consist of those coordinators as defined by the SAC Bylaws.
C. The SAC Advisor shall serve as an ex officio member of the Executive Program Council.

VI. Program Council
A. The Program Council shall consist of committee members and all Southeast Missouri State University students that attend the general program meetings.

VII. Voting
A. The Program Council (Members At-Large) shall earn voting rights after attending three (3) meetings and two (2) events.
B. The Executive Board, Executive Program Council, and Program Council (Members At-Large) shall vote on all matters of programs and finances.
C. In case of a tie, the President shall vote. If the President votes to abstain, the vote shall count as a no vote, and therefore the motion in question will fail.

VIII. Elections for Executive Board Members
A. The student body shall elect the four (4) Executive Board members.
B. Students seeking the office of President shall have served on the Executive Program Council at least one (1) semester prior to elections.
C. Elections shall be held annually with the Student Government elections.
D. Elections shall be held according to Student Government By-Laws Section 405 No. 01 all sections except those which are in disagreement with the SAC Constitution.
E. Elections shall be held by electronic balloting.
F. All Executive Board members must be able to serve for one (1) year.
G. Term of office shall be May 1 to April 30 of each calendar year.
H. Elected officers shall transition with vacating officers from the date of certified elections until May 1.

IX. Selection of Executive Program Council
A. Selection process will be held according to Student Activities Council By-Laws Section III.
B. The Coordinators shall be selected during an interview process no later than two (2) weeks before finals.
C. The interviewing board shall consist of:
   1. Outgoing SAC President (if applicable)
   2. Elected SAC President
   3. Elected Vice President of Programming
   4. Elected Vice President of Marketing
   5. Elected Vice President of Membership
   6. Student Government President or his/her designee as an ex-officio member
   7. Results of Members At-Large Ballot Vote
   8. SAC Advisor

X. Duties of Executive Board Members and Executive Program Council
A. The President shall:
   1. Be chief executive officer of the Executive Board, Executive Program Council, and Program Council.
2. Collaborate with Vice Presidents and the Executive Program Council to ensure quality programs and events.
3. Be a liaison between Student Government (SG), other student organizations, and Southeast Missouri State University Faculty and Administration.
4. Appoint liaisons to other student organizations, as necessary.
5. Organize educational components and ice breaker/team building activities for planned SAC retreats and training sessions.
6. Designate Ad Hoc committees and appoint members, as necessary.
7. Work with the SAC Advisor to present SAC Advantage requests.
8. Collaborate with the SAC Advisor and the Campus Life & Event Services staff.
9. Enhance his/her experience in SAC and as a student leader on this campus by completing an assessment based off the NACA “Competency Guide for College Student Leaders.”

B. The Vice President of Programming shall:
1. Assume duties of the President in his/her absence or upon resignation, removal, and/ or neglect of duties.
   a. Until the President returns or a new President is in place, the three (3) Vice Presidents shall come to a mutual agreement as to which Vice President will take on the leadership role.
   b. Responsibilities may be split amongst the three Vice Presidents, if necessary.
2. Oversee efforts to ensure quality programs and events for SAC members and the University community.
3. Lead and collaborate with the following Executive Program Council Coordinators in their programming vision – Comedy, Films & Lectures, Music, Novelty, and Variety.
4. Create a cohesive calendar of events.
5. Serve as ex-officio member on all programming sub-committees.
6. Enhance his/her experience in SAC and as a student leader on this campus by completing an assessment based off the NACA “Competency Guide for College Student Leaders.”

C. The Vice President of Marketing shall:
1. Assume duties of the President in his/her absence or upon resignation, removal, and/ or neglect of duties.
   a. Until the President returns or a new President is in place, the three (3) Vice Presidents shall come to a mutual agreement as to which Vice President will take on the leadership role.
   b. Responsibilities may be split amongst the three Vice Presidents, if necessary.
2. Plan a comprehensive publicity plan with and lead the following Executive Program Council members – Social Media Coordinator and Graphic Designer.
3. Oversee and utilize the Street Team committee to coordinate and distribute planned publicity, as well as coordinate the committee in taking photos at events/meetings.
4. Oversee the purchase of promotional items during Opening Week in the Fall and Spring semesters.
5. Submit events and promotions to the student Portal event calendar and Southeast student publications (including The Arrow and SO Digest).
6. Establish and maintain working relationships with campus and media outlets.
7. Enhance his/her experience in SAC and as a student leader on this campus by completing an assessment based off the NACA “Competency Guide for College Student Leaders.”

D. The Vice President of Membership shall:
1. Assume duties of the President in his/her absence or upon resignation, removal, and/ or neglect of duties.
   a. Until the President returns or a new President is in place, the three (3) Vice Presidents shall come to a mutual agreement as to which Vice President will take on the leadership role.
   b. Responsibilities may be split amongst the three Vice Presidents, if necessary.
2. Oversee recruitment and retention efforts for SAC members, including participation in various student involvement fairs (Show Me Day, Opening Week, etc.).
3. Coordinate with the President to organize ice breaker and team building activities for planned SAC retreats and training sessions.
4. Plan retention activities for the organization throughout the academic year.
5. Distribute a Voting card to new Program Council members and track members’ voting privileges.
6. Check the SAC e-mail at least twice (2) a week and mailbox at least once (1) a week and distribute those e-mails and mail to the correct Officer or Coordinator.
7. Keep accurate records of all meetings.
8. Enhance his/her experience in SAC and as a student leader on this campus by completing an assessment based off the NACA “Competency Guide for College Student Leaders.”

E. Executive Program Council coordinator positions and their duties shall be defined in the SAC Bylaws.

XI. Removal from Office
A. Any officer shall be subject to impeachment procedure when any of the following occurs:
   1. Misuse/theft of funds or resources
   2. Neglect of duties
   3. Continued absence from Executive Board, Executive Program Council, or Program Council meetings as defined by SAC Bylaws.
B. The procedure for impeachment shall be as follows:
   1. An Executive Board, Executive Program Council, or Program Council member shall file a complaint with the President, unless the complaint is against the President, and therefore the complaint shall be filed with the Vice President.
   2. A majority (50%) vote by the Executive Program Council (minus the person in question) shall result in a hearing of the person in question.
   3. A letter regarding the concerns and information about impeachment shall be issued to the member in question.
   4. An impeachment hearing will be scheduled at which time the person in question shall be given the opportunity to address the concerns. If the person in question fails to be present at the impeachment proceedings, the impeachment proceedings shall continue.
   5. The impeachment proceedings shall be directed by the President unless the President is being impeached. If the President is being impeached, the Vice President shall serve as the presiding officer.
   6. Voting of the Executive Program Board shall take place by secret and preprinted ballots.
   7. Two-thirds (2/3rds) of the Executive Program Council shall be necessary to approve the impeachment.
   8. The impeached party may appeal to the SAC Advisor. The SAC Advisor will review the case and make a recommendation. There is no further appeals process after the SAC Advisor.
C. Selection of New Officers due to removal, or resignation
   1. The President shall either nominate or accept applications to fill that position.
   2. If the President is impeached, the Vice President becomes President.
   3. The new officer shall be interviewed by the Executive Program Council.
   4. The Executive Program Council shall vote by a simple majority (51%) to approve the nomination.

XII. Hazing
A. Hazing for the purpose of pledging, initiation, admission into, affiliation with, or as a condition for maintaining membership in a group, organization, or team shall be defined as:
1. Any intentional, knowing or reckless act, whether on or off campus, which endangers the mental or physical health or safety of any person, regardless of consent, or which violates public law or University policy.

2. Hazing includes, but is not limited to:
   a. Any physical brutality such as whipping, beating, striking, paddling, branding, placing of a harmful substance on the body, or similar activity;
   b. Any physical activity such as sleep deprivation, exposure to the elements, confinement, calisthenics, or other activity that subjects a student to risk of harm, or that adversely affects the mental or physical health or safety of a student;
   c. Any activity involving consumption of food, liquid, alcoholic beverage, drug, or substance that subjects a student to risk of harm, or that adversely affects the mental or physical health or safety of a student;
   d. Any activity that intimidates or threatens a student with ostracism, subjects a student to extreme mental stress, shame or humiliation, or adversely affects the mental health or dignity of a student, or that may reasonably be expected to cause a student to leave the organization or institution rather than submit to acts described above; and
   e. Any activity in which a person solicits, plans, encourages, directs, aids, or attempts to aid another in hazing or intentionally, knowingly, or recklessly permits hazing to occur and/or knowingly fails to report the incident.

B. Hazing is inconsistent with Missouri laws/statutes, University policies, the Student Code of Conduct, and fraternal/organizational laws. This student organization and its members agree to abide by the anti-hazing policy required of all student organization at Southeast Missouri State University.

XIII. Amending the Constitution
A. Proposing an Amendment:
   1. Any member of the Executive Board, Executive Program Council, or Program Council (Members At-Large) shall move to amend the Constitution.
   2. The proposed amendment must be submitted in writing to the Executive Board and Executive Program Council for review of the amendment.
   3. Proposed amendments shall be read and tabled for one week.
B. Voting on an Amendment:
   1. The amendment shall be reread, debated, and voted on at the next regular meeting of the Executive Program Council and Program Council after the proposal has been submitted.
   2. A two-thirds (2/3rds) vote of the Executive Program Council shall be necessary to pass an amendment to the Constitution and;
   3. A majority plus one (51%) vote of the Program Council shall be necessary to pass an amendment to the Constitution.

XIV. Ratification
A. Ratification of this Constitution shall be made by a vote of two-thirds of the current Student Activities Council and a majority vote of the Student Government Association.
B. The Constitution shall take effect beginning May 1, 2014.