

LAKE SUPERIOR STATE UNIVERSITYS
ACTIVITIES BOARD

BY-LAWS

(ESTABLISHED JANUARY 2011)

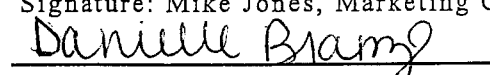
(APPROVED ON SEPTEMBER 22nd, 2011)

The following By-laws were approved by the 2011-2012 Executive Board. These by-laws as written and amended shall outline the operations, duties, responsibilities, and regulations of the Lake Superior State University Activities Board.


By signing your name below you have acknowledge that you have read the document in its entirety.

I hereby approve these by-laws to govern the Lake Superior State University Activities Board and shall abide and execute each and every article and section within.

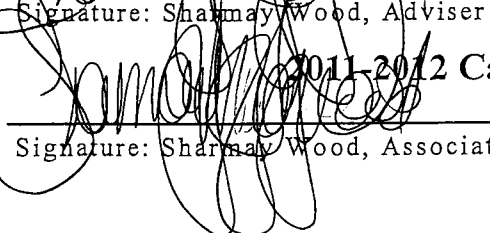
2011-2012 Executive Board

 _____ Signature: Kevin Dugan, Director	<u>9-22-11</u> Date:
 _____ Signature: Nicholas Harrington, Assistant Director	<u>9-22-11</u> Date:
 _____ Signature: Tracy Merony, Technical Manager	<u>9-29-11</u> Date:
 _____ Signature: Ramsey A'Ve, Jitters Chair	<u>10-6-11</u> Date:
 _____ Signature: Mike Jones, Marketing Chair	<u>9-29-11</u> Date:
 _____ Signature: Danielle Branz, Street Team Chair	<u>9-28-11</u> Date:
 _____ Signature: Kade Leclerc, Underground Chair	<u>9-29-11</u> Date:
 _____ Signature: John Orttenger, Public Relations Chair	<u>9-27-2011</u> Date:

2011-2012 Adviser

 _____ Signature: Sharmay Wood, Adviser	<u>10/11/11</u> Date:
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2011-2012 Campus Life Representative

 _____ Signature: Sharmay Wood, Associate Director of Campus Life	<u>10/11/11</u> Date:
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**LAKE SUPERIOR STATE UNIVERSITYS
ACTIVITIES BOARD
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(ESTABLISHED JANUARY 2011)
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ARTICLE I – INTENT OF BYLAWS

Section 1

The intent and purpose of the bylaws as set forth hereunder, is to define, as nearly as possible, the best interests and intent of the Activities Board and to set forth its operating requirements so that all members shall be aware of the duties, obligations, requirements, responsibilities and rights to become and remain membership of the Lake Superior State University's Activities Board.

Section 2

In cases where the Bylaws do not clearly define an issue in question, the matter shall be decided by the Executive Board with a majority vote on the decision. Such decision shall be duly noted in the meetings minutes, published in content and added to the bylaws and shall be duly binding to one and all.

Section 3

The name of this student assembly organization is the **Activities Board** and its principal location will be at Lake Superior State University in Sault Ste. Marie, Michigan.

Section 4

In these by-laws a quorum is defined as (a gathering of a minimal number of members of a group to conduct business and shall consist of a more than half of the total members.

ARTICLE II – MISSION STATEMENT

The Mission of the Activities Board is to provide activities and entertainment appealing to a wide variety of student interests by acknowledging the unique diversity of the student culture at Lake Superior State University. The Activities Board shall be a forum for understanding campus life by creating and carrying on the traditions of the University, and striving towards increasing the involvement of students in university life.

ARTICLE III – GOALS AND PURPOSES

The goal(s) of the Activities Board are:

- 1) To provide the best events (both educational and diverse) to the students.

- 2) To encourage student involvement in campus events.

The purpose of the Activities Board is:

- 1) To maintain an assembly that will be respected by Lake Superior State University and the surrounding community of Sault Ste. Marie, Michigan.
- 2) To assist in the recruitment, retention, and promotion of campus life at Lake Superior State University.
- 3) To establish and support the evolution of traditions of excellence at Lake Superior State University.
- 4) To provide events and activities that appeal to a wide variety of student interests.

ARTICLE IV – MEMBERSHIP

Section 1

Any student that is currently enrolled and admitted at Lake Superior State University desiring to promote the goals of the assembly and to expand their experiences and leadership abilities while having fun planning events for the students are welcome to join. New members are welcome to join the assembly at any time during the fall and spring academic semesters. New members will be put on probationary status for one (1) month in order to insure adequate participation.

- A. Probationary Status – This status will make sure that new members that wish to join Activities Board are dedicated in helping the assembly reach the outlined goals and understand the operations, involvement, and rules of the assembly. Each new member will be placed on a mandatory one (1) month probationary status. This status does not allow the new member(s) to have voting rights and are not eligible for a chair, manager, or director position while on probation. Members on probation do not make up any part of the general quorum.
- B. Members on probation must attend all general Activities Board meetings and are required to attend more than 50 % of the events/activities that are going on while on probation. Members that follow the above statement and exceed their one (1) month probation period are then subject to full membership only after approval from the Executive Board at the next Executive Board Meeting.
- C. Members on probation will automatically belong to the Underground Committee and must attend two general meetings, two committee meetings of their choice and help facilitate an event until off probation. After probation ends each member will be assigned to a committee based on the Executive Boards decision and members preferences. Exceptions will be made for special circumstances that are deemed by the Director of Activities Board.

Section 2

No member or an Executive Board member shall be charged a membership fee (other than the SAM fee that is based in tuition) at any time. Lake Superior State University's Activities Board is an open membership student assembly that welcomes and encourages students from all diversities, cultures, ages and educational degrees.

Section 3

A schedule of general meetings of the membership shall be determined by the Executive Board within the first two weeks of each semester.

Section 4

Any member (excluding executive board members and the Director), can be removed from Activities Board by a majority vote of the Executive Board and approval by the Director and Advisor of the Activities Board.

Section 5

No member, Executive Board Member, Director or Advisor shall be under the influence of any alcohol, drugs and/or narcotics at any Activities Board Event or co-sponsored event. Violation of this section will result in an automatic removal from the Activities Board.

ARTICLE V – EXECUTIVE BOARD

Section 1

The Executive Board shall consist of the Director, Assistant Director, Technical Manager, Jitters Chair, Street Team Chair, Underground Chair, Public Relations Chair, Marketing Chair or equivalent.

Section 2

Executive Board Elections (Also see ARTICLE IX, Section 1)

- A. Current chairs can be submitted for re-election for any position including the position they are currently holding and there are no restrictions on how many years an individual can be in a chair position.
- B. Assistant Director and the Technical Manager are paid positions that may not be filled by the same individual for more than two (2) academic years. These two positions shall be selected through an interview/application process, facilitated by the current Director of Activities Board and the Campus Life Office at such times as there is an open position or vacancy and as it is deemed by the Director of Activities Board.
- C. All positions of the Executive Board will be selected for terms of one (1) academic year.

Section 3

Executive meetings of the Executive Board shall be determined within the first two weeks of each semester. The board will discuss the operations of the Activities Board; the Director of Activities Board will prepare an agenda for the executive meetings and will conduct all meetings. At every executive meeting, an oral financial report will be given to the Executive Board by the Assistant Director and an oral review of the previous executive meeting will be given by the Director.

Section 4

A special meeting of the Executive Board may be called by the Advisor, any Executive Board member, the Director or any organization member. Special meetings that are requested must be approved by the Director of Activities Board. An advance notice of 48 hours is required for special meetings, except in the case of the Advisor calling for such a meeting. A quorum shall be present.

Section 5

At all executive meetings of the Executive Board, business shall be transacted by majority vote of all the Executive Board members. The Director will serve as ex officio in the voting process except in the event of a tie. The Executive Board has the power to overturn the veto by the Director by a three fourths (3/4) vote. A quorum must be present at all Executive Board meetings and any action taken shall be deemed the action of the full Executive Board. All official business shall be transacted by majority vote and each Executive Board member shall give an oral report about their committee's status to the rest of the Executive Board.

Section 6

In the case of a vacancy on the Executive Board for any reason whatsoever, the Director with help from the Assistant Director, will take over the duties of the vacant position(s) until such time that a replacement is elected. Election for the vacant position(s) shall be transacted by a majority vote by the current Executive Board. The vacant position(s) can only be filled by current members of the assembly who are not on a probationary status.

Section 7

The Executive Board shall be responsible to the general membership of the Activities Board for the management, policies, properties, and finances of the assembly.

Section 8

Any new positions (Managers, Directors, Chairs, and Secretaries) will be created based on the recognition of the Executive Board. Furthermore, after a new position is created the Executive Board shall vote on the individuals that are qualified for the position. A qualified individual is a

member that expresses interest and is not on probation. Once a new position is created these bylaws shall be amended to add in the new position and a detailed job description.

Section 9

The Executive Board members of the assembly shall have and exercise the powers and duties as specified below and shall consist of the following:

A. Director: (See Article VI)

B. Assistant Director: (Also called Business Manager in the Student Constitution)

- Shall be in charge of the management of all budgets with approval from the Director of Activities Board.
- Fiscal budgets for the current year including Lakerweek for the upcoming year shall be approved by a majority vote of the Executive Board and the Director.
- Shall keep track of all contributions, payments, and other funds for and in the name of the Activities Board.
- Shall keep records of budgets and all appropriations authorized to the Executive Board and maintain regular books/spread sheets of account(s).
- Shall submit detailed oral reports as to the state of the finances of the Activities Board at each executive meeting.
- Shall meet with the Associate Director of Campus Life and the Campus Life Secretary to review all of Activities Board financial transactions.
- Shall submit a detailed written budget of the financial activity of the Activities Board to the Director for approval at the first executive meeting of each month. After approval from the Director a copy shall be submitted to each Executive Board member.
- Shall perform all the duties and exercise all of the authority pertaining to the Director in the absence of the Director of the Activities Board.
- Shall be and shall remain a member of the Executive Board and the general membership during his or her term of office.
- Shall allocate funds to each committee chair as seen appropriate according to the amount that is allocated to Activities Board from the SAM fee.
- Shall exercise the power of removing/pulling and/or transferring funds to and from committees with approval by the Director of Activities Board and committee budget within question.
- Shall be in charge of the maintenance of these by-laws. Along with making sure that these by-laws are up to date and are benefiting the Activities Board with changes and revision made by the Executive Board.
- The Assistant Director reports directly to the Director of Activities Board.

C. Technical Manager: (Also called Technical Director in the Student Constitution)

- Shall be in charge of the Technical Committee.

- Shall keep track of all the expenses of the Technical Committee in order to remain within their allocated budgets, given by the Assistant Director.
- Shall work with all of the other Executive Board members to meet their technical needs.
- Shall have bi-weekly meetings with committee members.
- Shall have training sessions with committees as needed.
- Shall be responsible for all the technical requirements and the maintenance of the technical equipment for the Activities Board with total access were equipment is stored.
- Shall be required to keep a detailed inventory of all technical equipment and to know where all equipment is at any given time. A copy must be submitted to the Director of Activities Board and must available to all members of the Activities Board.
- Shall work closely with the Street Team, Jitters, and Underground Chairs.
- Shall be responsible for setup and break-down of all technical equipment at any event that requires technical support.
- The Technical Manager reports directly to the Director of the Activities Board.
- Shall read each and every contract/rider that requires technical equipment or support once provided by the Director.
- Shall be and shall remain a member of the Executive Board and the general membership during his or her term of office.
- Technical Manager reports directly to the Director of Activities Board.

D. Jitters Chair:

- Shall be in charge of the Jitters Committee.
- Shall keep track of all the committee's expenses to remain within their allocated budget, given by the Assistant Director.
- Shall have bi-weekly meetings with committee members.
- Shall be responsible for all Jitters events of the Activities Board.
- Shall read each and every contract/rider that deals with a jitters event or co-sponsored jitters event once provided by the Director.
- Shall work closely with the Marketing Chair, PR Chair and Technical Manager.
- Shall be and shall remain a member of the Executive Board and the general membership during his or her term of office.
- Jitters Chair reports directly to the Director of Activities Board.

E. Street Team Chair:

- Shall be in charge of the Street Team.
- Shall keep track of all the committee's expenses to remain within their allocated budget, given by the Assistant Director.
- Shall have bi-weekly meetings with committee members.
- Shall be responsible for all non-Jitters contracted events of the Activities Board.

- Shall read each and every contract/rider that deals with a street team event or co-sponsored street team event once provided by the Director.
- Shall work closely with the Marketing Chair, PR Chair and Technical Manager.
- Shall be and shall remain a member of the Executive Board and the general membership during his or her term of office.
- Street Team Chair reports directly to the Director of Activities Board.

F. Underground Chair:

- Shall be in charge of the Underground Committee.
- Shall keep track of all the committee's expenses to remain within their allocated budget, given by the Assistant Director.
- Shall have bi-weekly meetings with committee members.
- Shall be responsible for all events that are not contracted by the Activities Board.
- Shall read each and every contract/rider that deals with an underground event of co-sponsored underground event once provided by the Director.
- Shall be responsible for the probation status of members by keeping track of probationary dates as well as meetings/events/activities attended by those on probation.
- Shall coordinate committee members to help and work with other committees so that new members can get a feel for what other committees have to offer.
- Shall coordinate activities to promote and retain members with assistance of other committees.
- Shall be in charge of the recruitment of new members to the Activities Board along with the Director and the Assistant Director.
- The Underground Chair shall work closely with the Marketing Chair, PR Chair and Technical Manager.
- Shall be and shall remain a member of the Executive Board and the general membership during his or her term of office.
- The Underground Chair reports directly to the Director of Activities Board.

G. Marketing Chair:

- Shall be in charge of the Marketing Committee.
- Shall keep track of all the committee's expenses to remain within their allocated budget, given by the Assistant Director.
- Shall have bi-weekly meetings with committee members.
- Shall be responsible for all the marketing aspects of the Activities Board.
- Shall make all marketing posters.
- Shall submit all marketing material to the Director of Activities Board for approval.
- Shall be responsible for keeping a detailed book/portfolio of the marketing material that is used for every Activities Board event.
- Shall be and shall remain a member of the Executive Board and the general membership during his or her term of office.

- The Marketing Chair reports directly to the Director of Activities Board.

H. Public Relations Chair: (Also referred to as PR Chair)

- Shall be in charge of the Public Relations.
- Shall keep track of all the committee's expenses to remain within their allocated budget, given by the Assistant Director.
- Shall have bi-weekly meetings with committee members.
- Shall be responsible for all of the Public Relations of the Activities Board.
- Shall be responsible for taking attendance at all Activities Board events with the assistance of the hosting committee.
- Shall be in charge of maintaining the Activities Board Facebook page and shall keep a detailed log of past events and attain a list of future events from other committee chairs. Detailed log must include event name, date, time, location, and attendance.
- Shall be and shall remain a member of the Executive Board and the general membership during his or her term in office.
- The Public Relations Chair reports directly to the Director of the Activities Board.

Section 10

All Executive Boards members do not have the authority to sign or the authorization to cancel/terminate a contract or change a contract once signed. Canceling a contract or changing a contract shall be done the authority and signatures of the Director and Associate Director of Campus Life. (See ARTICLE IX, Section 4)

Section 11

Each Executive Board member of this Organization shall maintain a 2.5 cumulative GPA in order to be a part of the Executive Board and maintain that GPA during his or her term in office. If an Executive Board Member falls below a 2.5 cumulative GPA they automatically are placed on probation for 2 months and must resign from their current Executive Board position. Each Executive Board member shall be and remain a member of the general membership during his or her term in office.

Section 12

Any Executive Board member other than the Assistant Director and Technical Manager may resign at any time by giving written notice to the Director of Activities Board to that effect. The Assistant Director and Technical Manager may resign by having a special meeting with the Director of Activities Board, and the Advisor. They must inform the Executive Board in person before the resignation can be recognized. The Assistant Director and Technical Manager must submit a written two week notice to the Director of Activities Board.

Section 13

Any Executive Board member, besides the Director, the Assistant Director and the Technical Manager, shall be removed from office/term, with due cause and due process, by a majority vote of the entire Executive Board or a three-fourths (3/4) majority vote of the entire general members in attendance. A quorum must be present. Executive Board members who may be removed have a right to know why they are being subjected for removal and shall be given ten minutes to discuss his or her side.

Section 14

The Assistant Director and the Technical Manager can only be fired by the Director of Activities Board at any given time.

Section 15

All Executive Board members shall attend all executive, general, and special meetings of the Activities Board. Furthermore, all Executive Board members shall try to attend all events and activities associated with the Activities Board. In the event that an absence is necessary at a meeting, the Director of Activities Board must be notified in person, by telephone, or e-mail within twenty-four (24) hours before the meeting. All absences must have a valid excuse as determined by the Director of Activities Board. If the Director is going to be absent he or she must inform the Assistant Director with-in twenty-four (24) hours before a meeting.

Section 16

A quorum must be present to conduct all Executive Board business.

Section 17

All Executive Board members are required to have at least two (2) scheduled office hours a week. These office hours are to be Monday through Friday between the times of 8:00am to 10:00pm. During office hours each chair will not be permitted to sleep and must be in the office. All Executive Board Members can choose what they want to do during their office hours as long as they are representing the Activities Board in a positive manner while being in the office. The door must be open unless having a meeting and the shades should be stored in their upper/open position. If an emergency or an unplanned, unavoidable event occurs and you can not make your office hours please post a note on the outside of the door and e-mail the Director of Activities Board stating why you could not attend your office hours. If you miss your office hours you must make them up on a later date. Studying does not constitute for missing office hours.

Section 18

Each Executive Board member shall have a key to the Activities Board office. The Director, Assistant Director, Technical Manager, and the Underground Chair shall have an additional key which unlocks the Activities Board storage closet. Furthermore, the Director, Assistant Director and the Marketing Chair shall have keys to the Student Organization Center (SOC).

ARTICLE VI - DIRECTOR

Section 1

The Director of Activities Board is a paid position that may not be filled by the same individual for more than two (2) academic years and must be put through an application and interview process and approved by the Associate Director of Campus Life, the Activities Board Advisor, the current Executive Board, and the Student Government every academic year.

Section 2

The Director of Activities Board can resign at any given time by having a special meeting with the Advisor and the current Executive Board. The Director must inform the Executive Board in person of the resignation and must be recognized. The Director must also be presented in front of Student Government to state why they cannot fulfill the obligations in which they were appointed for.

Section 3

The Director of Activities Board shall be removed from his or her position by a unanimous vote of "No Confidence" by the entire Executive Board. After the Executive Board votes Student Government must approve the removal of the Director. If the Director is removed the Assistant Director will take the Director's position and shall assume all duties until the new interview/application hiring process is complete and a replacement has been approved by the selection committee, Campus Life, and Student Government. (Refer to Article IX)

Section 4

The Director shall be responsible to the Executive Board and the overall function of the assembly. The Director of Activities Board shall preside at all meetings of the assembly and of the Executive Board. The Director shall come to each meeting (both general and executive) with an agenda. The Director shall oversee any controversies of the Executive Board members and general members. The Director is required to have weekly meetings with the Activities Board Advisor.

Section 5

The Director shall be responsible for approving all contracts/riders before they are submitted and signed by the Office of Campus Life representative. Also, the Director shall provide a copy of the contract/rider to the Executive Board members that will be involved with implementing certain aspects of the contract/rider.

Section 6

The Director of Activities Board may appoint a general board member to take minutes/notes at both the general and executive board meetings and to act as a secretary for the Director. If no individual is appointed, minutes and notes will be taken by the Director.

Section 7

The Director of Activities Board has the power to veto any chairs decision. The Executive Board can overturn the veto by a three fourths (3/4) vote or more. A quorum must be present.

Section 8

In the event of a tied vote, the Director shall have the deciding vote in both general meetings and executive meetings. The Director has the power to veto a decision that is voted on by the Executive Board. However, the Executive Board has the power to overturn the veto by a three fourths (3/4) vote of the Executive Board. A quorum must be present.

Section 9

The Director shall attend two (2) Student Government meetings monthly and attend all President Council meetings or appoint a proxy in their place.

Section 10

The Director of the Activities Board shall maintain a 2.5 cumulative GPA in order to be the Director of Activities Board and maintain that GPA during his or her term of office. The Director of Activities Board will conduct all meeting activities and an oral review of the previous executive meeting will be given by the Director. The Director shall be and remain a member of the general membership during his or her term in office.

Section 11

The Director and Advisor of Activities Board together shall be responsible for handling all disciplinary issues within Activities Board. (Refer to Article X, Section 2)

Section 12

The Director of Activities Board shall have a key to the Activities Board office, the Activities Board storage closet and the Student Organization Center (SOC).

ARTICLE VII – ADVISOR

Section 1

The Advisor of the Activities Board shall act only as an advising role in the operations of the assembly. The Advisor may recommend advice to the Executive Board at any meeting and may

add in comments where he or she feels necessary. The Advisor shall not be in charge of any events or activities unless approved by the Executive Board.

Section 2

The Advisor is not a member of the Activities Board or Executive Board member and does not have any voting rights and is not in charge of any of the daily operations within the assembly unless granted by the Executive Board.

Section 3

The Advisor's purpose is to advise the Activities Board on issues that are brought to the advisor by the Executive Board or an outside source and to deal with discipline issues, academic standings (GPA) evaluations, and to have weekly meetings with the Director of Activities Board. The Advisor is also responsible for acting as the liaison with the Campus Life Office and relevant departments.

Section 4

The Advisor shall be in charge of the hiring/rehiring process of the Director of Activities Board, and shall consult with the current Executive Board, excluding any candidates running for the positions.

Section 5

The Advisor of Activities Board can be removed from his or her position by a unanimous vote of "No Confidence" by the entire Executive Board. The Advisor's duties will become the duties of the Director until a new Advisor can be approved and recognized by the Executive Board. Before the Advisor is removed a meeting with the Campus Life Office shall occur to discuss any other possible solutions and to provide a time for the Advisor to ask questions.

Section 6

The Advisor and Director of Activities Board together shall be responsible for handling all disciplinary issues within Activities Board. (Refer to Article X, Section 2)

Section 7

Only one (1) advisor will be recognized by Activities Board at any given time. The recognition of the Advisor shall be approved by the Executive Board every semester.

ARTICLE VIII – COMMITTEES

Section 1

The Director of Activities Board may appoint, with a majority vote approval of the Executive Board, such standing or special committees as may be required from time to time to assist the Activities Board. Membership of the committees will consist of volunteers from the general membership and the Executive Board.

Section 2

The following committees are currently recognized by the Activities Board:

- A. Jitters- The function of the Jitters Committee is to provide coffee style events that allow students to relax in a coffee house environment while being entertained. The Jitters Committee is responsible for finding artist/performers. The Jitters Committee shall work closely with the Food Service Department and the Galley Staff. The Jitters Committee is responsible for the coordination of the "Open-Mic Nights" and "Karaoke Nights". The Jitters Committee shall work closely with the Technical, Public Relations, and Marketing committees.
- B. Street Team- The function of the Street Team is to plan and assist in the coordination of any "Contracted Event". The Street Team is responsible for finding a variety of performers, actors, musician, comedians, hypnotist, etc. The Street Team shall work closely with the Technical, Public Relations, and Marketing committees.
- C. Underground- The function of the Underground Committee is to use creativity to design and plan activities and events that are fun, while being a retention/recruitment committee. These events are low budgeted events that require creative brainstorming. All non-contracted, non Jitters events fall under the Underground Committee of the Activities Board. As a retention/recruitment committee, all members on probation are automatically assigned to this committee. The primary goal of this committee is to recruit new members to Activities Board as well as keeping those that are already members. (For exceptions on probation refer to Article IV, Section 1)
- D. Technical- The function of the Technical Committee is to purchase and maintain all technical equipment. The Technical Committee shall coordinate with all the other committees by assisting all technical needs. The Technical Committee is responsible for the organization and up-keep of the technical equipment and the technical equipment storage closet. The Technical Committee shall be responsible for the set-up and breakdown all technical equipment.
- E. Marketing- The function of the Marketing Committee is to design and make all posters that are for events or activities that are put on by any committee or by the whole Activities Board. The Marketing Committee will help chairs design logos and marketing items for events and activities. All marketing items must be submitted to the Director of Activities Board for approval.
- F. Public Relations- The function of the Public Relations Committee is to promote, Activities Board as a student assembly that's purpose is to provide events and

activities to the students. PR shall maintain a list of all Activities Board sponsored events as well as attendance to the events and shall maintain the Facebook page and website. PR shall publish a bi-monthly newsletter on the past and upcoming events and activities. The PR Committee also is in charge of making surveys to gather student feedback. This Committee is also where students have the opportunity to voice their concerns and opinions about events and choosing which events they would like to see in the future. PR is also a data collecting committee that rates the performance of Activities Board from the student opinions.

ARTICLE IX – PROCEDURES

Section 1

Elections of Executive Board members and the Director shall be governed by the following set of guidelines:

- A. All parties interested in running for a position on the Executive Board of the Activities Board shall make their interest known to the membership by the first general meeting after Spring Break, as determined by Lake Superior State University.
- B. Chair elections shall be held at the beginning of April. All contested positions will be asked to make a brief speech. Candidates will be voted into position by a majority vote of the entire general membership in attendance. Candidates shall remain in good standing but does not require any experience within the Activities Board. A quorum must be present. All tie breakers will be decided by the current terms Director of Activities Board.
- C. Candidates for the position of Assistant Director or Technical Manager must have a 2.5 cumulative GPA to be considered. In the event that no one with Activities Board experience is willing to run for a position, then all candidates shall be eligible for the position. These two positions are paid positions and require an application and an interview process. Applications may be received by contacting the current Director of Activities Board after the 1st of March. The Director of Activities Board is in charge of the hiring process. The whole month of April is a training period for the new Assistant Director and Technical Manager. The old/current positions will teach and shadow the newly elected individuals.
- D. Candidates for the position of Director of Activities Board:
 1. In the event that no one with Activities Board experience is willing to apply for the position of director, then all candidates shall be eligible for the position.
 2. Must have a 2.5 cumulative GPA to be considered.
 3. The director is a paid position that requires an application process and an interview process. Applications may be received by contacting the current

Advisor of Activities Board or the Associate Director of Campus Life after the second Friday in February.

4. Application are due the first Monday after spring break by five (5) pm (EST).
 5. The week after spring break the hiring committee will be formed which includes; the Director and Associate Director of Campus Life, the Advisor of Activities Board, two (2) representatives from different relevant departments on campus, a representative from Student Government and all willing current Executive Board members from Activities Board.
 6. The second Monday in March the hiring committee will review the applications and set up times for the following week for those the committee would like to interview.
 7. By March 31st the hiring committee, the Office of Campus Life and the Activities Board will be notifying the individual who has been selected contingent on approval from Student Government.
 8. The whole month of April is a training period for the new Director. The old/current Director will teach and shadow the new Director who will be taking over the leadership role. The new Director shall official take term the day after graduation.
 9. In the event that no one applies for the position the Executive Board can appoint any individual they see fit for the position. This individual does not have to be from Activities Board but must be unanimously appointed by the Executive Board. After the individual is appointed, the Office of Campus Life shall approve along with Student Government.
- E. Elected parties shall work under the current Executive Board members to gain an understanding of the positions to which they were elected for. The day after graduation the newly elected will assume all responsibilities of their respective positions.

Section 2

Allocations of Activities Board's funds shall be governed by the following guidelines:

- A. The fiscal year of the Organization shall be from July 1st to June 30th.
- B. All amounts payable exceeding \$2,000.00 (two thousand dollars, U.S. funds) shall be approved by a majority vote of the current Executive Board. All amounts payable less than \$1,999.99 (one thousand nine hundred and ninety-nine dollars, U.S. funds) do not require a vote of the Executive Board. All amounts payable less than \$1,999.99 can be overturned by a majority vote by the current Executive Board.

- C. Events, activities, guest expenses and other special events as classified by the Executive Board shall not be less than eighty percent (80%) of the total budget at any time. Miscellaneous expenses and Administrative expenses of payroll, postage, office equipment or other expenses classified as miscellaneous by the Executive Board shall not exceed fifteen percent (15%) of the total budget at any time. Changes to either of these percentages require a unanimous vote of the Executive Board in attendance, a quorum must be present.
- D. Under no circumstances shall any of the Activities Board allocated funds be given or allocated to any other group, organization, or department for use; unless a majority vote of the Executive Board approves such an allocation, a quorum must be present.
- E. P-cards may only be used by the Director and Executive Board members. In the event that a Chair of a committee is unable to make the purchase with the P-card a committee member may use it with written permission of the Director. No single P-card purchase will be over the amount of \$500.00, this is a University Policy.
- F. Committees wishing to purchase their members clothing or other related items from their own committee budget must receive a majority vote from the executive board for approval for such purchase. Furthermore no purchase for members shall exceed \$500.00 at any time and cannot take away or eliminate an event so such a purchase can be made.
- G. Payroll expenses for the Director, Assistant Director and Technical Manager will be located under Administrative Expenses. These expenses will be categorized by the positions name and will not be group together. Each payroll expense will be categorized as Director, Assistant Director or Technical Manager. All of the payroll expenses come from the Activities Board Budget.
- H. The Director of Activities Board compensations shall not exceed a total amount of \$2,000 during the fiscal year. The combined amount of the compensation for both the Assistant Director and the Technical Manager cannot exceed the amount paid to the Director of Activities Board.
- I. The compensation of the Assistant Director and Technical Manager, shall be approved by the Director of Activities Board, and then by the Office of Campus Life and will be dispersed in the form of billable hours.
- J. No part of the income or principal of the Activities Board shall be given for the benefit of or be distributed to any member, advisor, or Executive Board member of the Activities Board or any other private individual unless under the reimbursement policy.
- K. Reimbursement Policy:
 - 1. Approval must be obtained by the Director and Assistant Director of Activities Board before any purchase is made that is going to require a reimbursement.

2. This policy should only be used as a last resort due to time conflicts or an emergency situation.
 3. Reimbursement cannot exceed \$150.00 unless the Executive Board approves prior to the purchase.
 4. All receipts must be turned into the Assistant Director to confirm reimbursement.
- L. In the event of dissolution of this organization, all assets remaining after payment of legal obligations shall be distributed by the Executive Board members back to the SAM Fee fund controlled by Lake Superiors State University's Student Government.

Section 3

All marketing materials must be submitted through the marketing committee and Marketing Chair

- A. Any and all posters, flyers, brochures, must be approved by the Marketing Chair.
- B. An advance notice of eight (8) business days from the date that you need the marketing/advertising materials shall be given to the Marketing Chair.
- C. The following information must be given to the Marketing Chair in-order for proper information to be displayed:
 - When (Date and Time)
 - Where (Location)
 - What (What is the event/activity)
 - Name (What is the name of the event/activity)
 - How many do you posters/marketing material do you need?
 - What do you want? (Brochure, Flyer, Poster)
 - Any other event details!!
- D. All marketing material must go through the marketing committee and chair.
- E. All marketing posters, flyers, brochures, etc. shall have the Activities Board logo that has been approved by the Executive Board and the graphics department and any other logo's of co-sponsors.
- F. The logo (pictured below) is the current Activities Board logo that has been approved to use by the Activities Boards Executive Board, Campus Life, and the Graphics Department at Lake Superior State University;



- G. Other university departments, clubs, or organizations must submit a written request and shall obtain Executive Board approval for permission to use any past, present or future events in any advertising/marketing materials.

Section 4

Canceling and Event/Activity

- A. In the occurrence that an event or activity that is organized or sponsored by Activities Board desires or needs to be canceled, a majority vote from the Executive Board and approval from the Advisor shall be obtained. This vote and approval shall be made 48 hours prior to the event's starting time.
- B. All event partners, volunteers, workers, and any other event sponsor(s) shall be notified of the cancellation as soon as the event is approved to be canceled. Notification will be the responsibility of the Event Chair and the Director of Activities Board. Notice to students for the cancellation of the event/activity shall be given a minimum 24 hours before the event.
- C. The Director of Activities Board along with the Advisor shall inform the Associate Director of Campus Life about the Executive Board's decision to cancel an event or activity.
- D. A contracted event cannot and shall not be cancelled without the authority and signatures of the Director and Associate Director of Campus Life. If a contract shall be terminated the Activities Board shall be responsible for all fees, charges and/or commitments that couldn't be avoided.

Section 5

Scheduling of Events/Activities for Next Academic Year

- No general member, Executive Board member or the Director of Activities Board can plan an event or request the Office of Campus Life to sign a contract for the next academic school year. The only circumstances that is allowed for this, is the planning and signing of contracts for events that are planned for Laker Week for the beginning of each academic school year.

Section 6

Both general meetings and executive meetings shall be conducted in the following order:

1. Attendance
2. Approval of the minutes for the previous meeting
3. Director Report
4. Budget Report
5. Committee Reports
 - a) Jitters
 - b) Street Team
 - c) Underground
 - d) Technical
 - e) Marketing
 - f) Public Relations
6. Old Business
7. New Business
8. Advisor Report
9. Comments/Audience Comments
10. Adjournment

ARTICLE X – RULES AND REGULATIONS

Section 1

All members of the Activities Board cannot participate in any raffles, winnings, or games that any committee of the Activities Board puts on. Activities Board members are allowed to receive give-a-way items, such as mugs, t-shirts and those deemed necessary by the Executive Board.

Section 2

Any member or Executive Board member that is found disregarding the rules in which Lake Superior States University Student Handbook covers, the rules in the Student Constitution, or these by-laws shall be subject to disciplinary action. Disciplinary action shall be deemed by the Director of Activities Board and Advisor of the Activities Board. The Director and Advisor shall take care of the matter by themselves and shall not consult with any of the other members, Executive Board members or any other individuals. The Director and Advisor shall deem the necessary punishment and then execute such punishment.

Section 3

Any member or Executive Board member that is found disregarding the rules and regulations of Lake Superior State University, the rules in the Student Constitution or these by-laws shall be subject to Disciplinary action by the Director and Advisor of Activities Board. The following outlines the actions that could be taken;

1st Violation: Verbal Warning

2nd Violation: Written Warning

3rd Violation: Placed on a one month Probation

4th Violation: Removal from chair or current position

5th Violation: Removal or Termination from Activities Board

The above listed violations and offences are just guidelines that help the Director and Advisor make an appropriate disciplinary action. Depending on the situation and the severity of the violation some offences may be skipped over.

Section 4

The member may appeal all disciplinary actions to the Executive Board. The Executive Board may overturn or modify the disciplinary action by majority vote. The appellant must abstain in this process.

ARTICLE XI – AMENDMENTS TO BY-LAWS

The by-laws of the Activities Board or any part thereof may be amended by the Executive Board with a week long grace period with a three fourths (3/4) vote of the Executive Board. A quorum must be present. The amendments may not conflict or go against the current Student Constitution set forth by Lake Superiors State University's Student Government.

ATTACHMENT(S) TO BY-LAWS

LAKE SUPERIOR STATE UNIVERSITY'S STUDENT CONSTITUTION

DEFINITIONS

Quorum is defined as, a gathering of a minimal number of members of a group to conduct business and shall consist of a more than half of the total members.

Established by:

2011 – 2012 EXECUTIVE BOARD
Director: Kevin Dugan
Assistant Director: Nicholas Harrington
Technical Manager: Tracy Merony
Jitters Chair: Ramsey A've
Street Team Chair: Danielle Branz
Underground Chair: Kade Leclerc
Public Relations Chair: John Orttenger
Marketing Chair: Mike Jones

Advisor and Campus Life Representative: Sharmay Wood