

the By-Laws

of the

**UNIVERSITY OF ILLINOIS SPRINGFIELD  
STUDENT ACTIVITIES COMMITTEE**



# Updated April 2014

## **Article I**

### *Name*

Section 1: The official name of the organization shall be the Student Activities Committee (SAC) of the University of Illinois Springfield.

Section 2: SAC is affiliated with the National Association of Campus Activities (NACA)

## **Article II**

### *Mission & Purpose*

Section 1: The mission of the Student Activities Committee (SAC), a standing committee of the Student Government Association (SGA), shall be to provide social, recreational, and cultural activities appealing to a wide variety of student interests by acknowledging the unique diversity of the student culture at the University of Illinois Springfield. SAC 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.

Section 2: The purpose of SAC shall be:

- a. Develop and maintain a variety of programs and activities worthwhile to students both socially and academically.
- b. Provide leadership opportunities and leadership development opportunities for students which compliments the classroom experience.
- c. Promote good relations with the students, faculty, and staff of campus and the Springfield, Illinois, US, and International community.

## **Article III**

### *Membership*

Section 1: SAC shall be comprised of the Executive Board (E-Board), General Members and any subsidiary committees that are deemed necessary to ensure program completion (i.e. Springfest Committee).

Membership in SAC is open to all undergraduate and graduate students at the University of Illinois Springfield. SAC shall not discriminate on the basis of race, religion, color, national origin, physical or mental disabilities, age, gender, or sexual orientation in its election or selection of members.

Section 2: Membership shall be maintained by constant and competent participation in the various areas of SAC.

Section 3: Executive Officers must have a least a 2.5 cumulative GPA on a 4.0 scale, satisfactory judicial affairs record, and leadership experience at the University of Illinois Springfield.

Section 4: Besides the requirements listed in sections 2 and 3 above, membership shall be based on Articles V, VI, VII, & VIII.

## Article IV

### *Executive Board (E-Board)*

Section 1: SAC Officers constitute the Executive Board and shall include Chair, Vice-Chair of Finance and Co-Sponsorship, ex-officio Vice-Chair from SGA, Special Events Coordinator, Membership Coordinator, Marketing Coordinator, Traditions Coordinator, Tech Coordinator and Performance Coordinator.

Section 2: The Executive Board shall be responsible for the following:

- a. Assist the General Members
- b. Combine coordinator positions if eligible candidates are not located.
- c. Determine excused absences of the General Council with approval of the advisor. Examples of excused absences are illness, death of family member, and some university events.
- d. Sit a minimum of two office hours per officer.
- e. Promote SAC as a whole to the campus community to ensure the organizations presence as a premier organization.
- f. Each officer must check in weekly for meetings.
- g. Each officer must attend the majority of SAC events, even if not for the entire performance.
- h. Each officer is to be responsible for the supervision of the general members as assigned by the Chair.

Section 3: The duties and privileges of the Chair shall be:

- a. Act as the official representative of SAC.
- b. Preside over General Council and Executive Council meetings and call special meetings when necessary.
- c. Select the new General Council (see Article VII).
- d. Vote on the Executive Council, only in the case of a tie vote.
- e. Prepare an agenda prior to each meeting.
- f. Establish weekly meeting times with the SAC advisor.
- g. Assist Vice-Chair of Internal Affairs and Communication to plan and facilitate retreats and workshops.
- h. Assign committee supervision responsibilities to members of the Executive Council.
- i. Organize and coordinate all membership recruitment activities, including the booth at the involvement expo and one (1) proposal night per semester.
- j. Arrange an end-of-year banquet and committee recognition, along with SAC advisor.
- k. Abide by any requirements and responsibilities set forth by the SGA constitution.
- l. Create and distribute programming timeline and calendar of deadlines.
- m. Supervise SAC Vice-Chair.
- n. To be available during the summer.

Section 4: The duties and privileges of the Vice-Chair of Finance and Co-Sponsorship shall be:

- a. Represent SAC on financial matters.
- b. Advise the General Council members on budget preparation and management.
- c. To keep extensive financial/budgetary files and keep account of all funds spent and earned in each programming area.

- d. To prepare annual budget for SAC along with SAC Advisor.
- e. Serve as a liaison to student groups requesting co-sponsorship funds through SAC.
- f. To prepare any supplemental funding requests.
- g. Meet monthly with SAC advisor to compare financial records
- h. Organize fundraisers for SAC
- i. Serve on the General Council as a voting member.
- j. Preside over the General Council meetings in the absence of the Chair.

Section 5: The nomination of the Chair shall be as follows:

- a. Nominations for SAC chair shall be submitted one (1) week prior to the election of officers.
- b. Nomination elections shall take place no later than three (3) weeks before the start of finals.
- c. Candidates for Chair should be prepared to present and discuss their qualifications at the time of election. Candidates for Chair shall have been on SAC for at least one (1) year prior to nomination (i.e. Coordinator or General Member).
- d. Election of Chair will be prior to the selection of General Council members.
- e. The nomination election shall be the first election on the election day.
- f. The Chair candidates shall give a presentation to the General Council and the General Council will then have the opportunity to ask the candidates questions.
- g. Following this the General Council shall vote to nominate a Chair candidate to SGA.
- h. A person who is running for Chair shall not run for a Student Government Association (SGA) executive board position.

Section 6: The election process for the Vice-Chair position shall be as follows:

- a. Nominations for SAC officers shall be submitted one (1) week prior to the election of officers.
- b. Elections shall take place no later than three (3) weeks before the start of finals.
- c. Candidates should be prepared to present and discuss their qualifications at the time of elections. Candidates for Vice-Chair shall have been on SAC for at least one (1) year prior to nomination (i.e. Coordinator or General Member).
- d. Election of executive officers will be prior to the selection of General Council members.
- e. The order shall be Vice-Chair of Finance and Co-Sponsorship.
- f. After each candidate gives his/her presentation, the General Council will be given the opportunity to ask questions.
- g. After all candidates for each position have given their respective speeches and answer questions, they will leave the room and a secret ballot vote will be taken.
- h. The vote required for election to the Executive Council is simple majority of the General Council.
- i. Any member of the General Council running for an Executive position is required to abstain from voting for any position in which they are a candidate.
- j. After one position is filled the candidates for the next position in order (see above) will follow the same process. If a candidate running for a higher position, fails to obtain a position they may drop down a run for a lower position.
- k. A SAC advisor must be present.
- l. A person who is running for any Vice-Chair position shall not run for a Student Government Association (SGA) executive board position.

Section 7: In case of vacancies in the Chair, and Vice-Chair of Finance & Co-Sponsorship offices, the following process shall occur:

- a. When a vacancy occurs in the Chair, the Vice-Chair Finance & Co-Sponsorship of will assume the power of the Chair until the General Council is able to nominate another Chair to SGA and have SGA approve said person. At the next regularly scheduled meeting the General Council will nominate a new person to become Chair for approval by SGA.
- b. When a vacancy occurs in the offices of the Vice-Chair, the General Council shall elect the successor(s).
- c. The successor(s) shall serve the new position(s) for the remainder of the term(s).

Section 8: *Ex-Officio* Vice-Chair from SGA

- a. The Secretary of SGA will serve as the Vice-Chair for SAC.
- b. The duties and privileges of the *ex-officio* Vice-Chair shall be:
  - a. Act as a liaison between SAC and SGA
  - b. Attend all Executive Board and General Council meetings
  - c. Act as scribe for the SAC Executive Board and General Council to report back to SGA
  - d. To assist with at least one Homecoming and Springfest event.
  - e. To be an *ex-officio* member without voting privileges.

Section 9: The Executive Council may form special committees to perform specific functions. The Chair shall appoint the members to these committees. The creating body shall define the authority, responsibility, and term of appointment. The chairperson of the special committee shall have no vote at General Council meetings unless otherwise specified.

Section 10: The process by which E-Board coordinators are selected shall be:

- a. All newly elected Executive Board members and former Executive Board shall interview candidates. An advisor is required to sit in on interviews.
- b. The Chair-elect shall serve as the selection committee's chairperson.
- c. The selection committee shall choose a coordinator by consensus. The Chair shall then appoint the designee.
- d. E-Board Coordinators shall be selected for one-year terms.
- e. All coordinator selection proceedings are to be closed and confidential.
- f. Coordinator selection proceedings shall commence at least one week prior to finals week.
- g. Additional coordinators may be assigned to a committee as deemed necessary by the Executive Council.

Section 11: In the case of a General Council vacancy:

- a. Executive Board will fill position for the remainder of the term vacated. If this occurs during Fall semester a new application will go out to the entire UIS community to be filled for the Spring semester. The Chair shall then appoint the designee.

Section 12: Following the election of the Chair and Vice Chair before the end of Spring Semester, applications will be accepted by the new Chair and Vice Chair to fill the other E-board positions. All

executive board members must agree upon the appointment before it is official. The minimum requirements for coordinators are as follows:

- A. Performance (1)
- B. Special Events (1)
- C. Marketing (1)
- D. Traditions (2)
- E. Membership (1)
- F. Tech (1)

Section 13: The duties and privileges of all E-Board Coordinators:

- a. Sit at least two (2) office hours per week and notify the Vice-Chair of Finance & Co-Sponsorship of their office hours and if they have any problems with present office hours.  
During these office hours the members shall perform the duties as assigned by the Executive Board which constitute appropriate office hours.
- b. Attend at least one event sponsored by every coordinator, even if not for the entire performance.
- c. Maintain the confidentiality of SAC business.
- d. Attend and participate in all mandatory events – Homecoming, Springfest, Proposal Night and fundraisers.
- e. Responsible for following programming timeline established by the Chair.
- f. Provide the Vice-Chair of Finance & Co-Sponsorship with an evaluation no later than one (1) week after the conclusion of an event, containing the following: Attendance, Synopsis, Expenses, Contact Info, Resources Used Strengths, and Areas for Improvement.
- g. Prepare proposals for review by the University of Illinois Springfield student body, which include events (including name of event and price of event) pertinent to the coordinator's current position, which shall be presented at Proposal Night (held at the end of Fall and Spring semesters).
- h. In matters of non-monetary proposals, disputes, and/or issues the General Council shall vote, in simple majority, to reach a conclusion.

Section 14: Duties and responsibilities of each E-Board Coordinator:

- a. Performance Coordinator
  - i. Research, plan, implement and evaluate each show.
  - ii. Submit suggestions to the General Council for dance troupes, spoken word, theatrical performances, variety, or band performances etc.
  - iii. Responsible for all aspects of Performance, including but not limited to: hospitality, room setup, technical needs, etc.
- b. Special Events Coordinator(s)
  - i. Research, plan, implement and evaluate each event.
  - ii. Submit suggestions to the General Council for various events, such as casino nights, make your own events, off campus events, battle of bands or talent based events etc.
  - iii. Responsible for all aspects of Special Events, including but not limited to: hospitality, room set-up, technical needs, etc.
  - iv. Responsible for gathering members to help plan three (3) Late Nite's a semester

- c. Membership Coordinator(s)
  - i. Responsible for SAC Promotion, membership recruitment, Leadership Development Opportunities and Team Building
  - ii. Responsible for planning a fall and spring retreat for all members.
- d. Marketing Coordinator(s)
  - i. Promote SAC and its activities to the campus and community.
  - ii. Organize and administer campus opinion interest surveys.
  - iii. Inform University of Illinois Springfield and target audiences of upcoming activities through press releases, personalized letters, public service announcements, Journal advertisements and local and regional newspapers, etc.
  - iv. Responsible for the organizing the design and printing of all printed advertising and promotion (including but not limited to posters, flyers, table tents, and mailbox stuffers) at least 2 weeks prior to event.
  - v. Responsible for working with coordinators on primary and secondary promotions for all SAC programs.
  - vi. Responsible for any other special promotions.
- e. Traditions Coordinators
  - i. To be responsible for all activities pertaining to school spirit
  - ii. Establish theme and coordinate a minimum of three events for Homecoming Week. This may include assigning sub-chairs.
  - iii. Sit on University Homecoming Committee in coordinating a cohesive schedule.
  - iv. Establish theme and coordinate a minimum of three events for Springfest. This may include assigning sub-chairs.
- f. Tech Coordinator
  - i. Responsible for all sound equipment set up for any event that requires such equipment
  - ii. Responsible for operating sound system during events that require such equipment
  - iii. Responsible for planning, ordering, and operating all films, including controlling lights

## Article V

### *Removal from Office*

#### Section 1: Procedure for Removal from office:

- a. In the event that an E-Board member has two (2) unexcused absences from General Council meetings, mandatory events or office hours, a letter of warning will be issued upon the third absence and a meeting between an advisor, a member of the Executive Council and the offender will be held.
- b. If improvement is not demonstrated in a reasonable period of time, then removal proceedings will begin.

#### Section 2: Removal proceedings shall occur as follows:

- a. Written charges must be submitted and signed by any E-Board member.
- b. The accused shall be entitled to a fair hearing before the General Council, and allowed to plead his/her case.

- c. The Chair shall act as judge.
- d. The General Council shall act as the jury.
- e. An advisor must be present at all hearings.
- f. A four-fifths (4/5) vote by the E-Board shall be required for removal. This vote shall be taken by secret, written ballot.

## **Article VI**

### *Meetings*

Section 1: The General Council shall meet at least once per week at a date and time to be determined by the Chair and once this date and time is established it shall not change for the entire academic year.

Section 2: The General Council meetings shall be open to any University of Illinois Springfield student, faculty, or staff member

Section 3: Attendance is required of all officers and coordinators, unless prior notice is given to the Executive Board

Section 4: An agenda shall be distributed to all members of the General Council prior to or at General Council meetings.

Section 5: A majority of General Council members must be present at the General Council meeting to transact business. A majority shall be defined as more than half of the voting members of the General Council, excluding the Chair.

## **Article VII**

### *Budget and Voting Procedures*

Section 1: All receipts must be turned into SAC advisor no later than 1 week after the conclusion of an event.

Section 2: SAC Budget Guidelines

- a. SAC proposals should be completed at least six (6) weeks prior to the event.
- b. Budgets will be judged on the following criteria:
  - i. Fulfills a programming need
  - ii. Does not duplicate currently existing programs sponsored by SAC, other student organizations or university departments.
  - iii. Dates desired do not conflict with previously scheduled events.
  - iv. Event represents the purpose (see Article II) of SAC
- c. Committee allocations are subject to change based on the needs of the campus.

Section 3: National Association of Campus Activities Regional & National Conference

- a. Voting



- a. In order to take full advantage of cooperative buying at NACA, delegates attending the conference may vote on site to book a specific attraction.
  - b. A 2/3 vote of all delegates in attendance is required to contract an attraction on-site.
- b. Attendance
- a. Attendance shall be decided by application. Attendees shall be decided by the Executive Board.
  - b. Priority shall be given to people who have not attended the specific NACA Conference before and those who will be returning in the next semester.

### Article III

#### *Co-Sponsorship Procedures*

##### Section 1: Co Sponsorship Guidelines

- a. Each semester \$1000 will be set aside for co-sponsorship requests
- b. Co-sponsorship requests must be submitted no later than 3 weeks prior to an event.
- c. SAC will not completely fund another student organization's event
- d. The organization requesting funds must fully address the below questions in an attached letter
  - i. How does this event fit in with the mission of SAC to provide programs that cater to a wide variety of students?
  - ii. Is this program similar to any other programs offered on campus? iii. What is SAC's role with the event? Are SAC volunteers needed?
  - iv. Please describe how you will be marketing the event (e-mails, posters, giveaways, newspaper ads, etc).
  - v. Do you have or are you soliciting any other co-sponsors? If so, who and why? Have they confirmed?
  - vi. Will these events be able to occur without the other co-sponsorships (see v.)?

##### Section 2: Co-sponsorship requests will be judged on the following criteria:

- a. Fulfills a programming need
- b. Does not duplicate currently existing programs sponsored by SAC, other student organizations or university departments
- c. Dates desired do not conflict with previously scheduled events
- d. Event is in accordance with the mission of SAC
- e. Ability for SAC to take an active role in the event
- f. Availability of funds in the co-sponsorship budget
- g. Admission to the event must be open to all students regardless of sex, race, sexual orientation, religion, or ethnic background.

##### Section 3: Co-Sponsorship Voting Procedures

- a. The organization wishing to co-sponsor an event will present to the E-Board at least two weeks prior to event.
- b. The E-board will discuss the co-sponsorship based on the criteria and in a closed door session. At this same meeting the proposal will be voted upon in a closed door session.

- c. A simple majority approves SAC budgets. The chair will vote in the event of a tie.
- d. If a voting member of SAC is also a member of the organization presenting the co-sponsorship request they are required to abstain from voting.
- e. The organization will be notified by the Vice-Chair of Finance and Co-sponsorship

### **Article IX**

#### *Parliamentary Procedure*

Section 1: The rules contained in the current edition of Robert's Rules of Order shall govern SAC in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules SAC may adopt.

### **Article X**

#### *Amendments*

Section 1: These by-laws may be amended at any time, provided that the amendment is submitted to the General Council in writing, and approved by the General Council by a two-thirds (2/3) vote.